

Altwood Road

Maidenhead SL6 4PF

Admin: 01628 682555

Email: admin@nordenfarm.org

October 2024

Dear Applicant

## *Cleaner/Supervisor*

Thank you for your enquiry regarding the post of Cleaner/Supervisor, as advertised. I am pleased to enclose an application pack consisting of the following:

* Job Description and Person Specification
* Application Form
* Equal Opportunities Monitoring Form

Please ensure that you read all information thoroughly before applying. Application should only be made on the enclosed application form (attaching continuation sheets where necessary), answering each section fully. No CVs should be submitted. Applications should be submitted via email or posted to me at the above address.

I look forward to receiving your application and thank you for your interest in the position.

Sincerely

Jane Corry

**Chief Executive & Artistic Director**

## Cleaner/Supervisor

**Job Description**

Post Title: Cleaner/Supervisor

Hours: 6am – 9am Tues – Sat (with some Sun and Mon shifts)

Total 15 hours a week

Holiday entitlement 23 days plus 8 days bank holiday entitlement (any bank holidays taken as leave comes off this total)

Salary: £12.19 per hour (£9,510 per annum)

Base: Norden Farm Centre for the Arts, Maidenhead.

Reporting to: House Manager / Events & Operations Manager

**Job summary**

The Cleaner/Supervisor will work part time and clean to a schedule agreed with the House Manager on a weekly basis. The Cleaner/Supervisor will work with and supervise two other part time cleaners, making sure that a high level of cleanliness is maintained across the site.

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| **Benefits** |

* Complimentary tickets for performances and films, subject to availability and agent ticket policy
* Discount on meals and drinks in the Norden Farm Café Bar
* Free on site parking
* Contributory pension scheme

**Key Responsibilities**

1. To co-ordinate and supervise the cleaning team to ensure the building is clean and the team working efficiently.
2. To plan the department’s work schedule ensuring all cleaning tasks are completed in accordance with the cleaning specification as directed by the House Manager.
3. To clean areas of the building in collaboration with two other part time cleaners.
4. To operate cleaning machinery in accordance with instructions.
5. To dilute and use cleaning materials as instructed.
6. To monitor cleaning supply stocks and order more with the House Manager when required.
7. To collect and remove waste/rubbish from work area to collection point as directed.
8. To clean and maintain cleaning equipment as instructed.
9. To be responsible for own health and safety as well as colleagues.
10. To adhere to COSHH regulations on consumables and the use of protective clothing and equipment
11. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
12. To comply with instructions relating to security and confidentiality.

**Person Specification**

The Cleaner/Supervisor will be responsible, honest and reliable. In addition to good verbal communication skills they should understand safe working practices and health & safety legislation (including COSHH) be well-organised and capable of working unsupervised and supervising a team.

They will be flexible and enjoy a varied routine, prepared for an early start with a good level of fitness as some lifting is required. They should have a basic level of IT literacy so that communications by email can be sent and received.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

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# Norden Farm Centre for the Arts

**Application Form**

**CONFIDENTIAL**

***Please read the job description and supporting information before completing this form.***

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms may be completed electronically or by hand in black ink. CVs should NOT be included with applications.

Completed application forms may be submitted by email to admin@nordenfarm.org or by post to: Norden Farm Centre for the Arts, Altwood Road, Maidenhead, SL6 4PF.

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

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| **Application for the post of:** |  |

|  |
| --- |
| Personal Details |
| Last Name |  |
| First Names |  |
| Home Address |  |
|  |  |
|  |  |
|  |  | Postcode |  |
| Telephone | Home  |  | Work |  |
|  | Mobile |  |  |
| Email address |  |
| May we contact you at work? |  |

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| Education and Training |
| **Secondary Education** |
| From | To | School(s) | Examinations passed/Grades |
|  |  |  |  |
| **Higher and Further Education (University/College/Apprenticeships etc)** |
| From | To | Place of Education | Qualification obtained |
|  |  |  |  |
| **Short and Part-time Courses** (including relevant in-house training) |
| Dates | Details |
|  |  |

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| --- |
| Current/Most Recent Employment |
| Position held |  |
| Employer’s Name |  |
| Employer’s Address |  |
|  |  |
| Start Date |  | End Date |  |
| Period of Notice Required |  | Current Salary |  |
| Brief Outline of Duties and Responsibilities |  |
| Reason for Leaving |  |

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| --- |
| Previous Employment |
| Date from | Date to | Name, location and nature of employer’s business | Position held | Reason for leaving |
|  |  |  |  |  |

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| Supporting Information |
| Please use this space to tell us why you have applied for this position and what you will bring to the post. Describe how the skills and experience you possess would enable you to fulfil the role as described in the job description and any other information that supports your application. Use a continuation sheet if necessary |
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| Further Information |
| Do you hold a current and full (not provisional) EU driver’s licence? |  |
| Do you require a work permit to work in the United Kingdom? |  |
| Please state how many days you have been absent from work/college due to illness during the last two years, providing details for any extended absence if you wish.\* |  |
| *Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences* |  |
| Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? \* |
| *\* Please use an additional sheet if necessary* |  |

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| References |
| Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained. It is Norden Farm’s policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen. |
| Name | Position | Address/Telephone Number/Email |
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| Declaration |
| I declare that the information on this application is, to the best of my knowledge, true and complete |
| Signed | Date |

# Norden Farm Centre for the Arts

##### Equal Opportunities Monitoring Form

**On receipt, this section will be detached from the main body of the application form and will not form any part of the selection process**

**1. Ethnic Origin**

(Please tick as appropriate)

I would describe myself as being:

|  |  |  |
| --- | --- | --- |
| White: |  | Chinese |
|  | British |  |  |
|  | Irish |  | Asian and white |
|  | Any other White background |  | Black African and white |
|  |  |  | Black Caribbean and white |
| Black or Black British: |  | Chinese and white |
|  | Black African |  |  |
|  | Black Caribbean |  | Any other background from more than one ethnic group |
|  | Any other Black background |  |
|  |  |  |  |
| Asian or Asian British: |  | Any other ethnic group (Please give details below) |
|  | Asian Bangladeshi |  |
|  | Asian Indian |  |
|  | Asian Pakistani |  |  |
|  | Any other Asian background |  | Prefer not to answer |

**2. Gender**

|  |  |
| --- | --- |
|  | Male |
|  | Female |
|  | Non-binary |
|  | Other |
|  | Prefer not to answer |

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| --- | --- |
| If selected other, feel free to self-describe |  |

**3. Disability**

Do you consider yourself to be disabled:

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to answer |

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| --- | --- |
| Where did you see this job advertised: |  |