

Accrington Stanley Community Trust – Job Description

Job Title	Cleaner
Reports to	Site Maintenance Manager
Location:	Stanley Sports Hub - Accrington
Contract:	Fixed Term 30 th September 2023
Hours:	20 Hours Per Week
Remuneration:	£9.50p/h plus expenses & pension
Annual Leave:	28 days p/a (including 8 bank holidays) + additional days at Christmas
Closing Date:	Friday 9 th September 2022

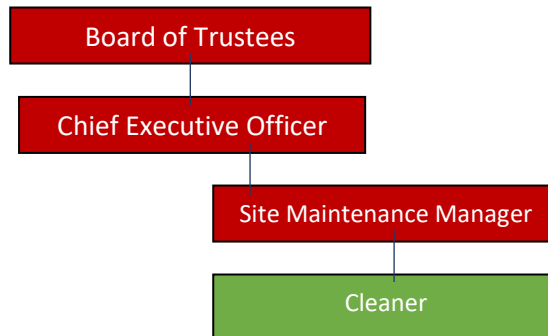
The Purpose of the role:

Accrington Stanley Community Trust are looking for a Cleaner to work at the newly developed £2.5m Stanley Sports Hub.

The role will involve the full cleaning and upkeep of the building, surrounding areas and perimeter of the site.

Hours of work can be flexible to meet the demands of the role but must be prior agreed with the Site Maintenance Manager and meet the requirements of the facility maintenance plan at all times. Example working hours would be Monday-Friday 9am-1pm.

The role fits in the organisation here:



Key facts & figures of the role: Key accountabilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken;

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations
- Any other duties, which may from time to time, be requested.

In addition to the main duties and responsibilities identified for this post, every employee has a number of general responsibilities:

- To wear the uniform provided and identification badge at all time.
- Adopt a high standard of cleaning at all times. If a customer requires assistance, even if this does not directly relate to your job, make every effort to help or find someone who can.
- Help to keep the facilities well maintained by picking up litter when you are in public areas and by reporting any faulty equipment or any areas requiring cleaning.

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- Help to conserve energy by ensuring that the doors are closed and lights are switched off in rooms not in use.

Key Relationships of the role:

Site Maintenance Manager/Assistant

What is needed to be successful in this role (Person Specification):

Core Competencies:

- Excellent communicator (written, verbal and listening)
- Effective time management/organisational skills
- Strong work ethic and reliability
- Ability to use own initiative
- Team player
- Ability to build and maintain trusted and effective relationships
- Adaptability and flexibility with day to day tasks and workloads

Personal Qualities:

- Enthusiasm, energy and resilience
- Focused
- Personable
- Rational thinker
- Trustworthy

Qualifications/ Experience:

Essential

- Experience of working in a cleaning position.
- Knowledge of the high standards required for cleaning a workplace.
- An ability to learn new tasks and manage workload.

Accrington Stanley Community Trust Vision:

“Use the power of Accrington Stanley Football Club to improve the lives of the people of Hyndburn through participation in sport and exercise”.

Mission:

Our mission is to support the local community regardless of age, gender, race, religion or skill level and promote a healthier lifestyle through sport and education by encouraging individuals to take part in fun based activities, which develop confidence, co-operation and education.

Core Values:

- **Challenge** behaviour and attitudes, promoting **Respect** and celebrating diversity
- **Inspire** to achieve and **Fulfil** potential
- **Develop** leaders, coaches and volunteers
- **Innovate** in delivery

Purpose:

In placing Accrington Stanley Football club at the heart of the community we will:

1. Increase participation in Sport & Exercise and develop talent pathways.
2. Promote wellbeing and healthy lifestyles within local communities.
3. Deliver an inclusive programme of activities that involves and engages hard to reach groups, improving community cohesion.
4. Develop and empower leaders, coaches and volunteers.
5. Engage and inspire young people, raising and celebrating educational achievement.
6. Govern the operations of ASCT efficiently and effectively.

Equality and Safeguarding:

ASCT are a charity committed to equality and the recruitment process for the role being advertised will adhere to the latest equality legislation.

ASCT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with children and young people and is subject to Enhanced Disclosure and Barring Service (DBS) checks. Clearance through DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. Two references will also be required. Applicants will, in addition be expected to undertake training appropriate to the role.

Manager Sign Off:

Date:

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Employee Sign Off:

Date:

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of the Trust. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the organisation.

How to Apply:

Please send your CV along with a cover letter outlining your suitability to the role to jobs@stanleytrust.co.uk by **Friday 9th September 2022**.

Interviews will take place on **TBC**

If offered the role, candidates are requested to be available to commence employment within 4 weeks of the interview.