

January 2020

Re: Cleaner vacancy – Henley Town Council

Thank you for your interest in the Cleaner position at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post, and should address how you feel you meet **each aspect** of the person specification criteria.

The closing date for applications is **Friday 21st February 2020 at 3pm.**

It is anticipated that interviews will be held the week beginning 2nd March 2020.

For more information, please contact the Town & Community Manager, Helen Barnett, on 01491 576982 or email h.barnett@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,



Sheridan Jacklin-Edward CertHE BA(Hons) MA PSLCC
Town Clerk

Cleaner

Position: Cleaner	Salary: £18,426 pro rata per annum (£7,470 actual per annum)
Reports to: Town Sergeant	Hours: 3 hours daily – Wednesday morning essential
Contract type: Permanent	
<p>About the Council</p> <p>The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.</p> <p>The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.</p> <p>We are a very ambitious town council, dedicated not only to fulfilling our statutory functions, but leading on a wide range of projects and services to benefit the community. Amongst our current projects, the Council is reviewing its Neighbourhood Plan; developing a transport strategy, including a new bus service and measures to improve parking and traffic flow in the town centre; leading on a scheme to improve sustainability and reduce carbon emissions throughout the town; and working on a project to create a new sports pavilion, pitches, parks depot, and more affordable housing for the town.</p>	
<p>Purpose of the role</p> <p>To provide efficient and effective cleaning of the Town Hall, Kings Arms Barn and Old Fire Station Gallery.</p>	



Duties

The postholder will work with the Town Sergeant and other members of the Town Council team to maintain the cleanliness of our town centre buildings to a high standard. Responsible for cleaning Town Hall, Kings Arms Barn and Old Fire Station Gallery.

Responsibilities include:

1. Hoovering
2. Mopping (wet and dry)
3. Filling and emptying dishwasher
4. Cleaning kitchens including wiping down insides and outsides of electrical appliances cleaning work surfaces, cupboard doors and sinks
5. Emptying bins, cleaning where necessary
6. Clean desks, shelving and seating areas
7. Clean phones and PC's
8. Dusting, cleaning banisters and handrails
9. Polishing brass and copper
10. Cleaning windows and mirrors
11. Clean bathrooms in offices and general areas
12. Restocking toilet roll, hand towels, soaps, etc.
13. Washing tea towels

Person Specification

Essential

1. Experience of cleaning to a high standard (or willingness to learn)
2. Presentable with good interpersonal and communication skills
3. Ability to work both independently, and flexibly as part of a team
4. Reliable and trustworthy
5. Ability to prioritise work and meet deadlines
6. Willingness to attend appropriate training courses as necessary
7. Diligence and attention to detail
8. The ability to work flexible hours
9. Physically fit

Desirable

10. Working knowledge of health & safety requirements
11. Knowledge or experience of working with local authorities

Further details

Working five days per week for 3 hours per day. To include a Wednesday morning.

The Town Council is an equal opportunities employer and committed to good staff welfare and also offers a very generous pension scheme.

The position is based at the Town Hall in the centre of Henley, close to all local amenities.

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