

Altwood Road

Maidenhead SL6 4PF

Box Office: 01628 788997

Admin: 01628 682555

Fax: 01628 682525

Email: admin@nordenfarm.org

April 2024

Dear Applicant

Thank you for your enquiry regarding the post of Cleaner.

**We are currently recruiting for a** **temporary part-time position, 5.30am – 8.30am Mon – Sat (any 5 days across the week, with occasional Sundays). The contract will be on a monthly rolling fixed-term basis with the possibility of being extended or being offered a casual 0-hour position once the contract ends.**

Norden Farm is a vibrant, multi-art form venue, comprising a live event, cinema and classes programme that also facilitates private parties, commercial hires, including conferences, seminars, trade shows and meetings. Every member of the team makes a real difference to its success.

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



Matthew Biss

**Technical Manager and Deputy Director**



## Cleaner

**Job Description**

Post Title: Cleaner

Hours: 5.30am – 8.30am Mon – Sat (any 5 days across the week, with

occasional Sundays)

Length of Contract: Temporary: The contract will be on a monthly rolling fixed-term

basis with the possibility of being extended or being offered a casual 0-hour position once the contract ends.

 Total 15 hours

Salary: £11.44 per hour

Base: Norden Farm Centre for the Arts, Maidenhead.

Reporting to: House Manager

1. **Job summary**

The Cleaner will work part time and clean to a schedule agreed with the House Manager on a weekly basis. The cleaner will work with one other part time cleaner and a cleaner/supervisor.

1. **Key responsibilities**
2. To clean areas of the building in accordance with the cleaning specification as directed by the House Manager.
3. To operate cleaning machinery in accordance with instructions.
4. To dilute and use cleaning materials as instructed.
5. To collect and remove waste/rubbish from work area to collection point as directed.
6. To clean and maintain cleaning equipment as instructed.
7. To be responsible for own health and safety as well as colleagues.
8. To adhere to COSHH regulations on consumables and the use of protective clothing and equipment
9. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning staff.
10. To comply with instructions relating to security and confidentiality.
11. **Person specification**

The Cleaner will be responsible, honest and reliable. In addition to good verbal communication skills they should understand safe working practices and health & safety legislation and be well-organised and capable of working unsupervised and as part of a team.

They will be flexible and enjoy a varied routine, prepared for an early start and be reasonably fit.



**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 for any reason you are unable to complete this form, please contact us to make alternative arrangements.

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

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| 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 |
|  |
| 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 |