



Job Description

Job Title:	Cleaner
Location:	Countryside Centre, Ramsey Heights, PE26 2RS
Accountable to:	Great Fen Education and Community Manager
Salary:	£8.26 per hour
Hours:	10 hours per month
Transport:	You will be required to provide your own car, but will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc).

Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK
- satisfactory references

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 47 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2015/16 was c £5million and its capital assets more than £20 million, of which over half (£13million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is directed by the 2015 -20 five-year vision which can be found at:

<http://www.wildlifebcn.org/2020>

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of four Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust’s Council of 14 Trustees, who are elected annually from the membership (presently standing at almost 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, Northampton, and Peterborough, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers including this role.

Cleaner

Main purpose

The Cleaner will report directly to the Education and Community Manager. He/she is responsible for ensuring the cleanliness of the Countryside Centre in Ramsey Heights. The Cleaner will ensure cleaning standards throughout the site to meet those agreed. The Cleaner will be required to work most of his/her time on their own initiative, often out of hours, with little direct direction or supervision.

Main Objectives
To clean the Countryside Centre at Ramsey Heights to a high standard, (in line with the requirements of the cleaning specification), including the classroom, foyers, toilets, kitchen, office, and meeting room. On occasion other areas as requested.
Key Responsibilities
Cleaning
<ul style="list-style-type: none"> • Emptying waste bins or similar receptacles, transporting waste material to designated • Sweeping floors with brushes or dust control mops • Mopping floors with wet or damp mops • Suction cleaning carpeted areas and “spot” cleaning carpets • To dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, radiators, shelves and fitments • To replenish consumable items (soap, toilet rolls, paper towels) • To clean toilets, urinals, hand basins, and sinks • The use of chemical agents as directed by the Supervising Officer in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions and training • Other work under the direction of the line manager • To undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm’s extension from floor level, during periodic cleaning maintenance programmes • Manage the cleaning with care and concern for own and others health and safety. This

includes following COSHH guidance and lone working procedures
<ul style="list-style-type: none"> • Maintenance of Equipment - Ensuring all equipment is suitable and safe to use prior to use and ensure that any faults are reported without delay to the Education and Community Manager
Communication
<ul style="list-style-type: none"> • To present a positive and welcoming image of the Trust to everyone.
Health and safety
<ul style="list-style-type: none"> • Follow risk assessments and any additional H&S requirements as required.
Other duties
<ul style="list-style-type: none"> • Contribute to general Trust working and any other duties as directed by line managers. • Undertake training as the need arises. • Go about duties in a resource-efficient way and minimise impacts to the environment. • Actively follow Trust policies including Equal Opportunities policies • Maintain an awareness and observation of Fire and Health & Safety Regulations. • To present a positive and welcoming image of the Trust to everyone

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description cannot cover every issue or task that may arise within the post at various times. Therefore the post-holder will be expected to carry out any other duties as are within the scope, spirit, and purpose of the job as requested by the Line Manager, Head of Department, or Director.
3. This job description does not form part of the contract of employment.

Cleaner at The Countryside Centre, Ramsey Heights – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	Holding a current driving licence and be able to use own vehicle for work purposes on occasions would be advantageous.	E
Knowledge	Understands and responds to Health and Safety requirements including risk assessments, COSHH and Lone Working Procedures.	D
	Knowledge of recycling and good practice in housekeeping taking the environment into consideration would be advantageous.	D
Skills and Abilities	Able to work on their own, using their own initiative and to be flexible.	D
	Be open and responsive to constructive feedback on performance.	E
	Must be trustworthy and adhere to the Trust's confidentiality policy.	E
	Take responsibility for own work, admitting to and learning from experience and mistakes.	E
	Know when to involve others and consult colleagues about problems at an early stage.	E
	Work without prompting and progress tasks using initiative	E
Behaviours	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs.	D
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge.	D
	Show reliability and not let people down.	E
	Be enthusiastic and self-motivated.	E

Terms and conditions: summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period: Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.

Annual leave: 25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25th December and 1st January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional

days of paid leave are granted. These are non-pro rata and must be taken between 25th December and 1st January.

- Pension:** Contributory pension. The Trust contributes 5% salary. The employee will be automatically enrolled after 3 months.
- Other Information:** Occasional weekend and evening working may be required, for which time off in lieu can be taken.
- Equality and Diversity** We value diversity and welcome applications from all sections of the community.