



# SAFFRON WALDEN TOWN COUNCIL

## Application Pack

### Facilities Cleaner

November 2024



Saffron Walden Town Hall



Turf Maze at The Common



Bridge End Garden

Images: Saffron Walden Tourist Information Centre (2018)

# **Appointment of Facilities Cleaner**

## **CONTENTS**

### **Documents enclosed:**

1. Letter to all applicants
2. Job Description
3. Person Specification
4. Broad Outline of Conditions of Service
5. Overview of Saffron Walden and the Town Council
6. Application Form



The Town Hall  
Market Street  
Saffron Walden  
CB10 1HR  
T: (01799) 516501

## **SECTION 1 – Letter to applicants**

Dear Sir/Madam

### **Facilities Cleaner**

Thank you for your interest in the above vacancy, SWTC is looking to appoint a Facilities Cleaner to support the general ongoing maintenance of its venues.

I am pleased to enclose the following documents for your information:

- Job Description
- Person Specification
- Broad Outline of Conditions of Service
- Overview of Saffron Walden and the Town Council
- Application form

Further information about Saffron Walden and the Town Council is available on our websites – [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk) or [www.visitsaffronwalden.gov.uk](http://www.visitsaffronwalden.gov.uk)

If you wish to apply for this position please complete an application form and return by 4pm Friday 6<sup>th</sup> December 2024 and interviews are anticipated to take place December 2024.

If you have any queries or require assistance with completion of the application form please contact the Town Clerk Lisa Courtney on 01799 516501 or email [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk). Please note that CVs will not be accepted.

Once again thank you for the interest you have shown in working for Saffron Walden Town Council and we look forward to receiving your completed application.

Yours faithfully

Lisa Courtney  
Town Clerk



## Saffron Walden Town Council

### Job Description

**Job Title:** Facilities Cleaner

**Grade:** £24,790 Based on 12 hours per week = £8018.40 equating to an hourly rate of £12.85

**Hours:** Minimum 12 hours per week (days and times are flexible, to suit the needs of the Council and postholder, it is anticipated Mondays, Wednesday and Friday will be required weekly and additional hours may be available during peak periods)

**Reporting to:** Senior Supervisor

**Term:** Permanent position

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#### Role Objective

To clean the Town Hall, Offices and any other Saffron Walden facility as owned by the Town Council upon request. This will ordinarily include (but is not exhaustive of) the following regime of works:

#### Responsibilities

- Clean and disinfect all WC pans (internal and external) floor and drains to ensure they are free from dirt, marks and mould.
- Clean fitted mirrors and buff to remove water marks ensuring they are not left cloudy or smeared.
- Wash all the cubical walls and doors so they are free from dirt, grease and marks (including removal of graffiti/sticky labels where possible).
- To remove dirt, grease and scuff marks or graffiti from walls to ceiling height.
- To clean all fitted equipment e.g. Baby changing unit.
- Leave all surfaces free from dirt, dust, grease, litter, fly posters and graffiti.
- Empty all litter bins and remove waste from the site.
- To supply and refill all consumables sufficient to last until the next visit.
- To clean all brass and stainless steel.
- Clean desks and IT equipment to ensure they are free from dirt, dust and marks.
- General cleaning duties of the Town Hall building (meeting rooms, offices and kitchen), including post events (hoovering, sweeping, mopping)
- To fill out work sheet and sign to show what works have been completed.
- Wash all tiled surfaces (especially behind pipework and around/under fittings and into grouting)

- Remove cobwebs and dust from cubical door frames, pipework and ledges
- Deeper clean into floor corners and seams, under WC pans and entrances to prevent buildup of dirt or cleaning product residue.
- To remove all rubbish and clean cleaner's store area.
- Wash all windows and doors including frames both inside and outside.
- To keep Lift clean and wiped down.

## **PERSON SPECIFICATION**

### **Facilities Cleaner**

The person specification is how we work out if you are the right person for the job. The criteria in the essential column are prerequisites for the job and you are unlikely to get an interview if you cannot demonstrate these. The desirable criteria help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

Essential (E) or Desirable (D)

#### **Knowledge**

Experience of and awareness of rigorous cleaning regimes, working in a public environment. A sound knowledge of general cleaning of public buildings is a pre-requisite for this public facing role. (E)

Good standard of education with a good level of literacy and numeracy (E)

#### **Skills**

Good communication skills at all levels. (E)

Able to work as part of a team but also on own initiative with no supervision. (E)

Be very flexible, able to work under pressure and change tasks at short notice. (E)

#### **Experience**

Used to working with cleaning equipment and materials and complying with relevant safety requirements. (E)

#### **Qualifications/Training**

Manual handling training is desirable and if none, a willingness to learn (D)

Willing to undertake training in use of security systems and some plant & equipment (D)

#### **Circumstances**

Able to work extra hours at short notice (D)

Ability to move furniture and other items of equipment safely. (E)

#### **Safeguarding**

SWTC is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

### **Pre-employment Checks appropriate to this Job Profile**

SWTC is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

#### **Essential User:**

This post does not qualify as an Essential User (for the purposes of use of your own vehicle) but any personal use of a vehicle will be reimbursed subject to the terms and conditions of the Town Council's policy on use of private vehicles for business use.

#### **Health Check:**

It is a requirement for this post that the successful applicant undertakes a medical health check; this cost will be met by the Town Council. Any appointment to the post is subject to this health check where an assessment will be carried out of the physical and mental suitability of the individual to undertake the work prescribed in the job description.

#### **SECTION 4 - Outline Conditions of Service**

The following is an outline of the main terms and conditions of service attached to the post and simply seeks to provide an overview of terms and conditions for Council employees. The terms and conditions of service are those determined by the NJC for Local Government Services with some local variations.

**PLACE OF WORK:** The normal place of work shall be in Saffron Walden, Essex.

**HEALTH:** The successful applicant will be asked to complete a Medical Questionnaire, upon receipt of which the Council may refer matters to an Occupational Health Provider. The candidate may be required to undergo a medical examination if the Town Council considers this necessary. Any offer of employment may be conditional to a Medical Assessment.

**HOURS:** This is a part time annualised hours post as directed by the Senior Supervisor. You may be required to work some evenings and weekends to support the work of the Town Council. Hours will average 12 hours per week.

**SICKNESS:** If you are absent from work we shall pay you:

- (a) Statutory Sick Pay (SSP) provided that you satisfy the relevant requirements; and
- (b) Council sick pay in accordance with the provisions of your employment contract provided that you comply with our procedures regarding sick leave and the Council's sick pay policy.

**PENSION:** You will not be auto-enrolled into the Local Government Pension Scheme as you will not meet the threshold.

**NOTICE:** You will be required to give one month's written notice should you wish to terminate your employment. You will be entitled to receive one month's notice of termination of employment or your statutory entitlement, whichever is the greater.

**PROBATIONARY PERIOD:** The appointment is subject to a three months probationary period, during which will be expected to establish your suitability for the post. Your employment is subject to termination at any stage during the probationary period on you giving or receiving the appropriate notice under your terms of employment.

**SALARY GRADE:** £24,790 Based on 12 hours per week = £8018.40 equating to an hourly rate of £12.85



## **SECTION 5: Overview of Saffron Walden and the Town Council**

### **Saffron Walden:**

Saffron Walden is a beautiful, quintessentially English Market Town in a large, rural part of Essex. It is just 15 miles from Cambridge and has excellent road links to the M11, rail links to the London-Cambridge line and is just 30 minutes' drive from Stansted airport.

The town has held a Market Charter granted in 1141; markets are held every Tuesday and Saturday with a fine range and examples of local produce and gifts. The market boasts a wide variety of stalls selling goods ranging from fruit and veg, to clothing, to antiques and a very famous and popular fish bar (frequented by Jamie Oliver)! Saffron Walden Market was awarded the very prestigious "Best Small Outdoor Market" award in 2018 by the National Association of British Market Authorities.

Saffron Walden is a very attractive town with the centre being within a Conservation area. It boasts one of the largest and most beautiful churches in England, St Mary's being a fine example of medieval architect and splendour. There are many examples of Medieval and Jacobean buildings with architecture ranging from the 12<sup>th</sup> to the 21<sup>st</sup> Century.

### **The Town Council:**

Saffron Walden Town Council was formed in 1974 following a national reform of local government systems and councils. The Municipal Borough of Saffron Walden was dissolved in 1974 and many assets and services previously delivered by them came into the ownership and responsibility of the Town Council.

Saffron Walden Town Council is the tier of local government closest to the community and people of Saffron Walden. It has offices in the heart of the Town Centre and delivers a wide range of services and facilities to the local people. The second tier of local government is Uttlesford District Council (<https://www.uttlesford.gov.uk/home>) and the third tier is Essex County Council, Chelmsford (<https://www.essex.gov.uk/Pages/Default.aspx>)

Services offered and delivered by the Town Council include:

- The twice weekly, award winning market
- Victorian, award winning gardens – Bridge End Gardens
- Award winning Tourist Information centre in the heart of the town providing information and support to tourists and local residents alike
- Public open spaces and parks
- The Common public open space
- Play areas and provision
- Youth clubs delivered in partnership with local youth organisations
- Cemetery

- Allotments
- Community centres
- Town Hall which hosts regular comedy nights and entertainment
- Wedding venues and opportunities at both Bridge End Gardens and the Town Hall
- Public conveniences
- Being the lead body on delivery of the emerging Neighbourhood Plan

The stunning Bridge End Gardens are located to the north of the town, just a short stroll from the main hub of market life. Bridge End Gardens are an excellent example of Victorian Gardens, providing a tranquil and pleasant walk through the Kitchen Gardens, Dutch Gardens, the Maze and Poet's Corner.

In 2016 the Town Council undertook a major refurbishment programme of the Town Hall, repairing and refurbishing struts, roofs and walls. This refurbishment programme was the catalyst of several other repair and refurbishment programmes in the town with the Town Council leading the way in protecting and enriching this stunning heritage.

The Town Council's priorities are: (<http://saffronwalden.gov.uk/mission-statement/>, 2018)

- “• To be an efficient and effective Council;*
- To improve the physical environment;*
  - To raise the standards of recreational facilities;*
  - To help represent the needs of the community;*
  - To encourage good governance;*
  - To promote the cultural and economic well-being of Saffron Walden”*

The Town Council currently has 16 elected members with the next election due in May 2023. Council meets monthly (excluding August) and delegates considerable business to its committees which also meet on a monthly basis.

SECTION 6 – Application Form

# SAFFRON WALDEN TOWN COUNCIL APPLICATION FORM



## STRICTLY CONFIDENTIAL

This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form accurately in black type, but if sections do not apply, leave them blank. If you have insufficient room to provide the relevant information in any section, please continue on a separate sheet.

### PART A: JOB DETAILS

Post applied for - Facilities Cleaner

### PART B: PERSONAL DETAILS

Preferred title (Mr/Mrs/Ms/Miss/Dr etc)

Surname

Forenames

Address

 Work

 Home

 Mobile

 Email

Car Owner YES/NO

Current driving licence YES/NO

Detail of endorsements

The Asylum and Immigration Act 1996 makes it a criminal offence for us to employ those who do not live or work in the United Kingdom, therefore we will require evidence of legality prior to appointment. Documents which can support this include your passport or national identity card.

Do you require a work permit to work in this country YES/NO

National Insurance Number

Detail anything in your medical history or state of health relevant to this application

No. of days sick in the last 2 yrs

No. of spells of sickness in the last 2 yrs

Types of sickness in each spell in the last 2 yrs



**PART D: PRESENT OR MOST RECENT EMPLOYMENT**

Name and address of employer

Position held

Dates employed

Salary

£.....per annum

Key roles/achievements

- 1.
- 2.
- 3.

Reason for leaving

Date that you could take up new appointment

**PART E: EMPLOYMENT HISTORY**

Name and address of employer

Position held

Dates employed

Salary

£.....per annum

Key roles/achievements

- 1.
- 2.
- 3.

Reason for leaving



**Name and address of employer**

**Position held**

**Dates employed**

**Salary**  
£.....per annum

**Key roles/achievements**

- 1.
- 2.
- 3.

**Reason for leaving**



**Name and address of employer**

**Position held**

**Dates employed**

**Salary**  
£.....per annum

**Key roles/achievements**

- 1.
- 2.
- 3.

**Reason for leaving**

**PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET IF NECESSARY**

## PART F: MEMBERSHIP OF PROFESSIONAL INSTITUTES

Give details of the membership body, type of membership and dates during which membership applied

## PART G: PRESENT/MOST RECENT UNPAID ACTIVITY

Name and address of organisation

Position held

Dates involved

Key roles/achievements

- 1.
- 2.
- 3.

Reason for leaving (if relevant)

## PART H: REFEREES

Do you wish to be approached before referees are contacted YES/NO

Please give details of **two** referees (one of which must be your present or last employer)

Name

Name

Address

Address



Position

Position

**PART I: SUPPORTING STATEMENT**



**PART J: DECLARATIONS**

To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal

.....  
(Signature) (Date)

I understand that direct or indirect canvassing of councillors for any appointment shall disqualify me from appointment. I have not canvassed in connection with this application

.....  
(Signature) (Date)

I have the following relationships and financial interests which are relevant to/conflict with this post

.....  
(Signature) (Date)

If appointed, I consent to my personal information being held for the purpose of administration of my employment

.....  
(Signature) (Date)

**PART K: GUIDANCE NOTES FOR JOB APPLICATION**

Please make sure your application is received by 12.00 Noon on the closing date.

**PART J: Declaration of business or other interests will not necessarily disqualify you from consideration but potential conflict interests must be declared. To avoid allegations of bias any relevant relationships must be disclosed. If undisclosed then the candidate will be liable to disqualification from further consideration or to being summarily dismissed from their appointment.**