

Introduction

This brief sets out information for applicants for the post of Cleaner for Ormiston Children and Families Trust. You will find enclosed the job purpose and main tasks, person specification and an application form.

The Post

We are seeking to appoint a competent and reliable Cleaner to undertake cleaning tasks within our Central Office and Children's Centre building, ensuring that the premises are clean and that high standards of hygiene are maintained.

Environment

You will be a key holder, and will be required to unlock the premises when you arrive.

Application Process

Only applications using the Ormiston application form returned by 15th March 2010 will be considered. If you need any of the materials in a different format e.g. large print format do not hesitate to let us know.

In the interests of equal opportunities informal telephone discussion about the post will not be available prior to interview.

Terms and Conditions of the Post

We set high standards of family friendly employment policies. There is a standard 35-hour week in the organisation.

Salary

Starting salary £12,145 rising to £12,312 per annum pro rata (NJC scale points 4 rising to 5).

Pension

Ormiston will match your own contribution up to 9% of salary into the Group Personal Pension Stakeholder Scheme it operates.

Hours of Work

Part time - 11 hours per week.

Annual Leave

27 days annual leave plus bank holidays rising to 30 days for long service pro rata.

Probationary Period

The post is subject to a probationary period of six months during which your progress will be monitored in accordance with agreed objectives. There will be a formal appraisal at six months.

Location

Ormiston Centre
333 Felixstowe Road
Ipswich
Suffolk
IP3 9BU

This post involves regular contact with children and vulnerable adults and is exempt from the provisions of the Rehabilitation of Offenders Act. You are required to declare any convictions, bind over orders and cautions, including any pending, even if they would otherwise be regarded as 'spent' under the Act.

A disclosure from the Criminal Records Bureau will be required for the successful candidate. The disclosure of such information will not bar you from the post unless it is considered that the relevance and circumstances of offences renders you unsuitable for the post.

Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process. This information can be sent under separate, confidential, cover to Human Resources, Ormiston Children & Families Trust, 333 Felixstowe Road, Ipswich, IP3 9BU. Ormiston guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The post will be offered subject to satisfactory references and a satisfactory declaration of health. The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.

The successful candidate will be asked to provide evidence of identity and qualifications.

Applications will be considered and those shortlisted for interview will be informed. If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.

Closing date for completed applications: 15th March 2010

Please state on the form which post you are applying for.

Please send completed application form to:

Jools Ramsey, Area Manager

Ormiston Children and Families Trust

Ormiston Centre

333 Felixstowe Road

Ipswich

IP3 9BU