

**UNISON
SCOTLAND REGION**

PART-TIME CLEANER REF R7/98B

JOB PROFILE

POST: CLEANER

GRADE: 11

SALARY: £16,580 per annum, pro rata

HOURS: A five day week of 10 hours
Monday- Friday 7.00am – 9.00am

LOCATION: EDINURGH

REPORT TO: OFFICE MANAGER

ACCOUNTABLE TO: OFFICE MANAGER

STATUS OF POST:

The occupant of the post of Part-time Cleaner will be responsible to the Office Manager.

DUTIES AND RESPONSIBILITIES:

To carry out cleaning duties in accordance with the required cleaning specification and as directed by the Office Manager.

Although a floor or particular area of work will be allocated, this may be changed from time to time and according to the specific needs of the Regional Office as directed by the Office Manager.

TERMS AND CONDITIONS:

UNISON terms and conditions of employment will apply in respect of this appointment.

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PART TIME CLEANER PERSON SPECIFICATION

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UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of interview panels to judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON equal opportunities policy. It is given to all job applicants for information.

SKILLS/ABILITIES REQUIRED FOR THE JOB

Knowledge of cleaning processes and use of appropriate cleaning equipment.

EDUCATION/QUALIFICATIONS

None necessary.

PERSONAL ATTRIBUTES

1. Common Sense.
2. Ability to work with minimum supervision as part of a team.