

**INFORMATION RELATING TO THE VACANCY FOR:**

**Part Time Cleaner**

**Ref: DTF10J**

**Location: Arnot Hill House/Jubilee House.**

**Closing date for the receipt of applications is Friday 13 October 2017**

A full statement of the terms and conditions of employment will be issued to the successful candidate. The Job Description for the post is enclosed.

* **Conditions of Service**

Salary scales and conditions of service are those laid down by the National Joint Council for Local Government Services.

* **Salary**

The grade of the post is Band 2 which equates to £10,680 per annum for 25 hours per week.

Salary is paid on the 25th day of each month, in arrears, by means of credit transfer. Appointment is made to a specific point within the salary scale. The actual starting point will depend upon qualifications and experience. Progression through the scale is by annual increments paid each April, although if you are appointed between October and April the first increment will be payable following 6 months' service.

* **Working Hours**

The working hours for this post are 25 per week over 5 days as follows:

Monday – Thursday 7am to 10am & 5:30pm to 7:30pm

Friday 7am to 10am & 4:45pm to 6:45pm

* **Holiday**

Annual leave entitlement is 25 days, increased by 4 days after 5 years’ continuous service and a further 3 days after 10 years’ service (pro-rata amount if part time). In addition there are 8 Bank Holidays, extra statutory and concessionary days.

* **Probationary Period**

Appointees who are new to Gedling Borough Council must complete a probationary period of six months during which time their performance will be monitored and two written reports made. If satisfactory the officer is transferred to the permanent establishment, if not then employment may be terminated.

1. **Car Allowance**

This post is not designated a car user.

However, if you have a disability as defined by the Equality Act which has a substantial adverse effect on your ability to carry out normal day to day activities or which has a long term effect on you, consideration will be given to issuing a staff car park pass.

* **Medical Assessment**

The appointment will be subject to you being medically fit to carry out the duties. Any offer of employment will normally be made subject to completion of a satisfactory medical questionnaire. You may be required to attend for medical examination by the Occupational Health Consultant.

* **Pension**

As an employee of Gedling Borough Council with contract of more than 3 months you will automatically become a member of the Local Government Scheme although you may opt out if you wish, in which case you may choose to contribute to the State Earnings Related Pension Scheme through National Insurance contributions or to join a private pension scheme. Pension contributions are banded according to salary between the rates of 5.5% and 7.5%.

* **Smoking at Work**

The Council operates a positive policy to control smoking in the workplace. There is a no smoking policy in operation throughout the Council's buildings.

* **Relocation Expenses**

These are payable at the Council's discretion. Full details are available separately on request.

* **Relationship to Councillors/Senior Officers**

The Council requires candidates for appointment as officers to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or senior officer of the Council, or of the partner of such persons. The authority of the Chief Executive will be required to appoint a candidate so related to a councillor or senior officer.

* **Equal Opportunities**

The Council is committed to promoting equality in employment. We welcome job applications from suitably experienced or qualified people and, subject to legal constraints imposed for certain jobs, our recruitment decisions will not be influenced by applicants’ gender or gender reassignment, religious belief or faith, race, disability, sexual orientation or age.

All job applicants and employees will be treated fairly and will not be discriminated against on any of the above grounds. Decisions regarding recruitment and selection, promotion, training or employment conditions will be made objectively, without unlawful discrimination.

* **Our Gedling**

All employees are members of “Our Gedling”.  This means that you can enjoy some great discounts for some of the Council’s leisure facilities as well as being able to take part in a range of events, things like; trips, quizzes, barbeques, the Christmas party and our health fair.  We also celebrate individual and team success through our annual Employee and Training Awards. Other health and wellbeing sessions such as “mindfulness” and Pilates run periodically.

All employees are welcome at events and classes (subject to places available) and there is no subscription fee; all employees will be members of Our Gedling.  You can also benefit from large discounts for our DNA membership allowing unlimited classes, gym and swimming at our leisure centres.  We hope to continue to expand the events and activities available through “Our Gedling”; any ideas that you might have, particularly if you are able to run a club or activity, can be submitted to the STEPs group – our employee engagement group- who can offer practical help and support.

All contracted employees are entitled to a 50% discount off the DNA health and fitness membership scheme.

If you require a large print version of this or any other document in this pack, please contact the Personnel Section direct on (0115) 9013934/3926.