

**UNISON**  
**SOUTH WEST REGION**  
**CLEANER**  
**R10/66**

**PERSON SPECIFICATION**

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 Interviewing Panels judge the qualities of the interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

**General**

- Proper use of cleaning materials and methods, using chemicals and materials provided.
- Operation of cleaning equipment provided.
- Need to stand, walk, rub and scrub, sometimes in an awkward position, also lifting, carrying and pushing.
- Moving of moderately heavy furniture and equipment.
- Ensure the safety of self, staff and visitors.
- Presenting positive image of UNISON.

**Other Information**

Please send 3 copies of the completed application forms along with the Recruitment and Disability monitoring forms to Julie Williams, UNISON House, Emperor Way, Exeter, EX1 3QS or alternatively email a copy to [julie.williams@unison.co.uk](mailto:julie.williams@unison.co.uk) quoting ref R10/66

**Please note that ONLY the General application form will be accepted.**

The closing date for completed applications is **5pm on 9 December 2019.**

Shortlisted candidates will be invited to attend a Interview on 18 December 2019 in Exeter.

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**JOB DESCRIPTION**

Grade	11
Salary:	£16,912 pa pro rata
Hours:	2 hours per day, 10 hours per week
Location:	UNISON Regional Office – Exeter
Job Purpose:	Office cleaning (including kitchens, toilets and foyer area) Preparation of meeting rooms Keeping car park litter free
Duties include:	Cleaning of office, including kitchens, toilets, foyer and meeting room area Moving table and chairs to prepare for meetings Keeping car park litter and debris free Assisting with deliveries and storage Any other duties relevant to the overall responsibilities of the post