

**Creative Support Ltd, Head Office**

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Cleaner (Maternity Cover)

The Space Centre, Preston

Reference: 81963

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 23 October 2025

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department

Please note that all employees are required to complete an enhanced DBS check.

INVESTORS IN PEOPLE®
We invest in people Gold



Stonewall DIVERSITY CHAMPION



JOB DESCRIPTION – CLEANER (MATERNITY COVER)
The Space Centre, Preston



Hours: 9 hours per week role, 3x3 hour shifts. May include Bank Holidays.

Responsible to: Senior Management Team

The Role:

To provide general cleaning duties in the Space Centre, Preston. The cleaner will also be responsible for stock taking, ordering provision, and maintaining the service in a hygienic and safe condition.

Main Duties:

1. To clean the busy facilities and office space of the Centre.
2. To ensure the offices, café and bathrooms are restocked.
3. To maintain security at all times and ensure they are secure when leaving the building.
4. To clean and tidy all communal areas in the service according to the cleaning schedules to include sensory room.
5. To clean bathroom and toilet areas according to the cleaning schedules.
6. To clean the office according to the cleaning schedules.
7. To ensure that the kitchen areas and all the cooking equipment are maintained in a safe, hygienic condition according to the cleaning schedules.
8. To follow safety procedures in respect of dangers cleaning substances.
9. To work with the staff team to ensure that the facilities are ready for use with minimum delay.
10. To clean outside areas of the property according to the cleaning schedules and as required, ensuring the health and safety of those within the service.

Stock Management:

1. To keep up-to-date records of all items issued and be responsible when stocks need re-ordering.
2. To ensure that all cleaning materials are used in a safe and economical way.
3. To have an understanding and awareness of COSHH sheets and the requirements for these products.
4. To maintain excellent confidentiality and boundaries for service users and attend all relevant training as required.

Training:

1. To identify own training needs in the discussion with the line manager and to attend training events and courses as required at Head Office and locally.
2. To accept regular support and supervision from the line manager.

Health and Safety:

1. To recognise the need for a safe and hygienic environment in the scheme.
2. To ensure all Health and Safety policies and procedures are followed.
3. To report any health and safety concerns or breaches to the line manager with minimum delay.
4. To work in a manner which maintains the security of the building and the tenants who live there.

Other:

1. To provide regular verbal and written reports to the line manager as required.
2. To carry out all work in a manner consistent with the aims of the project and the service principles of Creative Support.
3. To comply with and to implement the Equal Opportunities Policy of Creative Support.
4. To maintain confidentiality at all times, in accordance with the agreed policy.
5. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
6. To work flexibly to meet the needs of the service.
7. Any other duties as required.

PERSON SPECIFICATION - CLEANER (MATERNITY COVER)**The Space Centre, Preston**

	QUALITIES REQUIRED	How Assessed	Essential or Desirable?
1	Practical domestic skills (minimum 1 year experience)	Application & Interview	Essential
2	An ability to work unsupervised and to organise own work	Application & Interview	Essential
3	An ability to complete tasks following a schedule of work	Application & Interview	Essential
4	Willingness to work as part of a team	Application & Interview	Essential
5	A common sense understanding of household management	Application & Interview	Essential
6	A basic understanding of social care	Application & Interview	Desirable
7	Understanding and H&S and the need to escalate issues	Application & Interview	Essential
8	Knowledge and understanding and willingness to follow confidentiality policies and other Creative support policies and procedures	Application & Interview	Essential
9	A good level of physical fitness in order to carry out the necessary duties of the role	Application & Interview	Essential

TERMS AND CONDITIONS – CLEANER (MATERNITY COVER)

The Space Centre, Preston

Salary:	£12.30 per hour	
	Point One:	£12.30 per hour
Please Note: <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month.</i>		

Hours of Work:

9 hours per week (additional hours as and when required, alternate number of hours per role negotiable) during weekends. May include Bank Holidays, dependent on the needs of the service.

Probationary Period:

The first six months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First six months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Six months to eighteen months service - Up to a maximum of four weeks at full pay.
- Eighteen months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Part time employees will receive Company Sick Pay benefits as detailed above but pro rata to actual hours worked each week.

Company Sick Pay benefits may be withdrawn or temporarily suspended where performance or attendance is unsatisfactory.

DBS Checks:

Employment will be subject to enhanced Disclosure and Barring Service checks and SOVA checks.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:

All staff on Creative Support contracts are entitled to free life assurance. This is a valuable benefit which provides a lump sum equal to two times annual salary.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carers leave up to 5 days per annum

Employee Counselling Service:

All staff, their partners and members of their household have access to an independent confidential, 24 hour telephone counselling service and to legal and financial advice. In addition, up to 6 sessions of face to face counselling can be obtained. This service is delivered by professionally qualified and supervised counsellors and is provided free of charge

Hospital Saturday Fund:

All employees have access to a special scheme which enables membership of the Hospital Saturday Fund on preferential rates. There is a choice of packages offering different levels of service. Membership is entirely voluntary.