

Job Title:	Cleaner
Responsible To:	Front of House Management
Hours:	10 hours per week (0.25FTE)
Salary:	£13.50 per hour

Who you are

Trinity is seeking a motivated and efficient cleaner who takes pride in their work. We are a welcoming and friendly community venue and as our cleaner you will play a key role in delivering this. You will work closely with the Operations Manager to ensure that all customer facing spaces are kept clean and tidy and ready to be used. The role is for 10 hours a week, spread over 3 mornings and may suit someone needing flexible working.

Who we are

Based in a Grade II* Listed ex-church, Trinity Theatre is a unique and welcoming venue and a charity that aims to use the arts for the personal and creative benefit of the local area.

We host a busy programme of events, offering a mix of theatre, live music, cinema and community events. We have a strong Creative Engagement offering featuring a wide range of artistic opportunities to the public as well as the incredibly busy and talented Trinity Youth Theatre.

Our values sit at the core of what we do and are embraced by our staff team, volunteers and board. They are to be:

- An **INCLUSIVE** charity that welcomes and encourages anyone to engage with Trinity and the arts.
- A charity that strives for **QUALITY**, to achieve the very best we can, in everything we do.
- A **NURTURING** charity that supports, develops and cares for its staff, volunteers, partners and audiences.
- A charity that fosters **JOY**, in what we do and the people we do it with.

This is a truly exciting time for Trinity as we have launched a new brand, alongside this we will be shortly releasing our new website and publishing our recent Social Value report. We are more committed than ever to bringing the creative arts to all in the local community. This summer will see the opening of our Clocktower – a transformational heritage project funded by the National Heritage Lottery Fund.

Trinity is a force for good in Tunbridge Wells, providing wonderful live entertainment and building social cohesion, changing lives for the better.

Responsibilities

Clean all areas listed below as per the monthly cleaning schedule and/or as directed by the Operations Manager

- Auditorium
- Dressing Rooms and Studio
- Foyer and Box Office
- Gallery
- Main staircases and bridge
- Toilets
- Clocktower (seasonal)

Maintain stocks of cleaning materials, reporting ordering needs or issues to the Operations Manager

Maintain cleaning equipment and report any issues to their Manager

Report any problems/repairs e.g. leaking taps, trip hazards to their Manager

Be responsible for security of the building whilst on the premises, especially opening up and disarming the alarm if necessary and keeping doors closed.

Be Health and Safety conscious in everything they do and maintain a safe working environment for themselves and others

Weekly water tests and other small compliance tasks that may be required

Any other duties related to the needs of the business as may be required from time to time by their Manager

Please Note

The current cleaning schedule is based on 3 hours, 3 days a week (Monday, Tuesday and Friday) with the extra hour flexible across the days. Ideal hours would be 8am – 11am on each day but there may be some flexibility in this for the right candidate.

Relevant Experience

Essential

- A pride in their work and attention to detail
- Understanding of cleaning materials and equipment
- Ability to plan ahead, as well as being flexible to the organisation's needs.
- Friendly and helpful disposition

Desirable

- Previous cleaning experience useful but not essential
- COSHH knowledge is useful, but training will be provided

This job can be physically demanding – if you have any questions on this please do get in touch at HR@trinitytheatre.net or on 01892 678678

Other Information

Holiday

Our holiday allowance is 32 days a year including eight bank holidays. This is pro-rata for part-time staff.

Pensions

Trinity provides statutory pension support after qualifying period if employee signs up to scheme. We will contribute 3% alongside minimum employee contribution of 5%.

Probation

The probation period will be three months for both parties.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Trinity policies. It is not used during the short-listing process. Any information will be kept on file for a max of 12 months and then destroyed.

Equal Opportunities

Trinity Theatre values and promotes diversity and is committed to equality and opportunity for all. No job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. If any candidates have any concerns about the specifics of the recruitment process, they should make contact to discuss any potential adjustments.

Appointments

In line with the Trinity's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Trinity will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in UK.

How to Apply

To apply, please return a CV and covering letter / email to the address or email below: -

- Trinity Theatre, Church Road, Tunbridge Wells, Kent TN1 1JP
- hr@trinitytheatre.net

The closing date is midday on Friday 21st February, with interviews shortly afterwards.