

Terms and Conditions

Post Title: Cleaning Officer

1. **Salary:** £10,462.71 per annum (FTE £24,413.00) plus pension contribution of 9%. Annual increments of approximately 2% each year over years one to five, T&C's apply.
2. **Duration of post:** Permanent. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. **Hours per week:** 15 hours, typically worked three hours per day between Monday and Friday, with the possibility of more flexibility once established in the role. Some additional hours of work may be required which will be paid as overtime at the advertised hourly rate.
4. **Holidays:** 30 days per annum, including public holidays. After 1 year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of 5 extra days.
For employees working less than 35 hours per week, this entitlement is calculated on a pro-rata basis in relation to contractual hours.

The Trust has a Christmas close down and additional ex gratia holiday entitlement is given to employees to cover the period between Christmas and New Year.

5. **Place of work:** Cumbria Wildlife Trust offices at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.
6. **Applications:** Completed application forms should be returned with a cover letter outlining the candidate's suitability for the post, to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX, or by email to hr@cumbriawildlifetrust.org.uk.
7. The role is advertised on a rolling recruitment basis and will close once a suitable candidate is appointed, therefore early applications are encouraged.
8. Interviews will be held at our Headquarters in Kendal.
9. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service.

10. Any further enquiries should be directed to Rob Davies, Head of Digital and Facilities at Cumbria Wildlife Trust Robd@cumbriawildlifetrust.org.uk or ring 01539 816 300.