

Department: Slough Sure Start Service
Contact Officer: Jean Cameron, Development
Manager
Telephone: 01753 476568

January 2010

Dear Applicant

01-513: Housekeeping Assistant

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our staff, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Information Job Pack gives a full explanation of the job and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply please complete an application form and send it by email to recruitment@slough.gov.uk or post it to the Recruitment Team, Slough Borough Council, Bath Road, Slough SL1 3UQ.

These are open advertisements and interviews will be held following suitable applications.

If you would like to discuss this position on an informal basis please contact me on 01753 476568.

I look forward to receiving an application from you.

Yours faithfully,

Jean Cameron
Development Manager
Sure Start Service

How to Apply

KEY DATES

These are open advertisements and interviews will be held following suitable applications.

To apply for this post you must complete a Slough Borough Council application form.

Please note that a CV alone will not be accepted as they do not meet our assessment criteria and commitment to equal opportunities.

Completing Application Forms

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

Application Form

It is important that you complete ALL sections of the application form; you can attach additional information if you wish.

Recruitment Monitoring Form

Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered. Application forms should be returned by:

- a) **E-mail: recruitment@slough.gov.uk**
- b) **Post: Recruitment Team, Human Resources, Slough Borough Council, Town Hall, Bath Road, Slough, SL1 3UQ**

Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

Next Steps

If you are selected for interview we will contact you by telephone and confirm the details in writing.

Why we are proud to be Slough

Your career

Our staff choose to work in Slough because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer.

We offer a range of benefits including:

- Final salary pension scheme
- Childcare vouchers
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

Our **vision** is to “Take pride in Slough and make a difference to our communities and our environment”. Our corporate plan has full details of our priorities at www.slough.gov.uk/mycouncil/articles/13682.aspx

The Borough

Slough Focus is our Local Strategic Partnership, bringing together the town's decision makers, communities and organisations to meet the needs of local people and to improve the quality of life in Slough. Together we have developed Slough's first Community Strategy.

The Community Strategy sets out a long-term vision for Slough, for the 'people', the 'place' and for the 'prosperity' of the town, and the things that need to be done to make this a reality. Full details can be found at <http://slough.gov.uk/mycouncil/articles/2224.aspx>

PEOPLE - Slough will have healthy and fulfilled people and communities.

PLACE - Slough will be a safe, attractive and sustainable place to live, work and learn.

PROSPERITY - Slough will have prosperous individuals and communities.

World-class businesses

We have Europe's largest trading estate in single ownership and a thriving and

growing town centre. A wide range of well-known companies have their base in Slough.

Slough has an exciting cultural centre, with emerging young talent joining the more established cultural industries to create new and exciting work and leisure opportunities.

Culture in Slough

Slough has a population of 119,000 people and is a culturally diverse town with a range of communities. More than a third of our population are from black and minority ethnic communities.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

Well connected

Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25. Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.

Job Description

Effective Date: December 2007

Post No:

1. DESCRIPTION

1.1	Post Title:	Housekeeping Assistant	Post Holder:	Children's Centre
	Operating Unit:	Slough Sure Start Service	Location:	

1.2 MAIN PURPOSE OF JOB

To carry out laundry and cleaning tasks and to assist with the preparation and service of meals.

1.3 POSITION IN ORGANISATION


Name and position of immediate supervisor:

Name:			Staff	Manual
Title:	Deputy Centre Manager	Direct Reports	0	
		Indirect Reports	0	
		Total Managed	0	

1.4 MAIN ACCOUNTABILITIES (Output Based)

- To launder bed linen, towels, children's clothing and other similar articles and to carry out cleaning tasks as required, including vacuuming, cleaning internal surfaces, floors and toilets.
- To assist the Senior Catering Assistant with the preparation and service of meals.
- To organise the purchase and storage of cleaning and laundry materials and the essential stock items required for the utility, toilet and nappy changing areas.
- To take responsibility for the tidiness and organisation of the utility area.
- To maintain high standards of hygiene and safety, ensuring that relevant regulations are followed.
- To uphold the childcare setting's policies on equalities and inclusion.
 - To implement any other of the childcare setting's policies and procedures as relevant to the post, ensuring that the day care standards are met and records are kept as required.
 - To attend planning and staff meetings as required.
 - To work in any of the authority's maintained childcare settings as required.
 - To undertake any other duties which may become necessary to ensure the successful running of the setting.

Person Specification

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential/Desirable		Method: Application (A) Interview (I) Test (T)
Experience	1.1	Experience of cleaning and laundry tasks;	Essential	✓✓	A, I
	1.2	Experience of working in a multicultural area.	Desirable		A, I
Knowledge	2.1	Knowledge of current issues in health and safety legislation in relation to housekeeping and catering duties;	Essential	✓✓	A, I, T
	2.2	An understanding of the principals and practices of food preparation in relation to preparing meals for children;	Essential	✓✓	A, I, T
	2.3	Knowledge of the practices involved in housekeeping duties and laundry;	Essential	✓✓	A, I, T
	2.4	An understanding of and commitment to Equal Opportunities.	Essential	✓✓	A, I
Skills/Abilities	3.1	Ability to organise time effectively;	Essential	✓✓	A, I
	3.2	Good listening, literacy and verbal skills	Essential	✓✓	A, I, T
	3.3	Ability to implement appropriate operational policies and procedures, in line with health and safety regulations and other legislation;		✓✓	A, I, T
	3.4	Ability to use linen, cleaning materials, housekeeping equipment and catering items cost-effectively in order to contain expenditure;	Essential	✓✓	A, I
	3.5	Ability to work flexibly, including evenings and at breakfast times, and on a small number of occasions at weekends;	Essential	✓✓	A, I
	3.6	A level of physical fitness compatible with housekeeping and catering tasks, including lifting and carrying;	Essential	✓✓	A
Qualifications	4.1	A foundation certificate in food hygiene;	Essential	✓✓	A, I
	4.2	Commitment to continuous personal development and a willingness to undertake further training.	Essential	✓✓	A, I

The Directorate & Team

Welcome to Slough

Children, young people and their families in Slough

Slough is home to approximately **32,000** children aged between 0 and 19 years: more than one-quarter of its population (27%), and the second highest youth proportion amongst the Local Authorities of the South East. One-third of households identified at the 2001 Census had dependent children (33.9%, the second highest rate within the South East). Children, young people and their families therefore represent a significant component of our total local population.

Our birth rate is markedly high by comparison to other areas, and increasing (2,317 births in 2006; a general fertility rate of **85.0 per 1000**). This is the third highest rate by council area across England, Scotland and Wales. Slough families are larger than the norm for the South East. Slough has the highest mean average number of children per family in the SE (1.92), with almost a quarter of families (22.5%) comprising three or more children, and 7.2% four or more. In addition to those children and young people who live here, there are significant numbers who have other connections to the area – for example, pupils living elsewhere but schooled locally, attracted here by the quality of our schools (2,791 or 12% of all our pupils).

Children and young people in Slough come from a diverse range of ethnic, cultural and religious backgrounds. Children in our schools speak more than 50 different languages; we have the highest percentage of Muslim and Hindu residents in the south east and the highest percentage of Sikh residents in the country. There are established minority ethnic communities together with high numbers of new migrants and asylum seekers from more than 70 different countries, with one-third of the population born outside the U.K. and one-fifth born outside the E.U.

Different from most of its Berkshire neighbours, Slough is similar to many London boroughs. There are significant pockets of disadvantage and many vulnerable children, including asylum seekers, unaccompanied minors, transient families, low-income households, Children in Care (CiC), and children with Learning Difficulties and Disabilities (LDD). In terms of overall deprivation, Slough was rated as the 115th most deprived locality in England according to the Indices of Multiple Deprivation (IMD) published in 2007. There are large variations between neighbourhoods across Slough and a high level of child poverty.

You can find out more about Slough through our website. <http://www.slough.gov.uk/>

Plans and services for children and young people in Slough

Slough's Children and Young People's Plan 2008-11 <http://slough.gov.uk/services/16655.aspx> outlines our ambitions across all partner agencies in Slough to improve outcomes for children and young people in the borough. Our services are designed to address the particular needs of Slough, and deliver improved outcomes for all our children, particularly the most vulnerable. Our Children's Trust vision, outlined in our CYPP 2008-11 is 'We want all our children and young people growing up in Slough to enjoy life, achieve through learning, be proud of where they live and be valuable members of the community'.

We are developing more locally delivered services through Multi-Agency Locality Teams ("MALTs") which operate across the whole 0-19 age group. The services provided through the MALTs include children's social care; SureStart; psychology; services for children with learning difficulties and disabilities; Parent Partnership; substance misuse & sexual health; attendance service; Connexions; youth services; some YOT preventative work; together with schools, health, police and voluntary

sector organisations. The MALTs started in April 2008, and will be reviewed at the end of their first year.

Other services which are run centrally in the borough include our services to Children in Care, including the pathways team, our residential unit, fostering, adoption and kinship care; we have a team for children with learning disabilities and difficulties and a respite care unit within the borough.

Slough has 46 schools including 5 nursery schools, 3 infant schools, 3 junior schools, 21 primary schools, 6 non-selective secondary schools, 1 Academy, 4 grammar schools and 3 special schools. All our schools offer high quality teaching and learning. The broad range of schools includes an Islamic primary and a Sikh primary school, some of the first such maintained schools in the country. There is an excellent relationship between schools and the local authority and effective services supporting schools. Schools work together within consortia and federations. There is good support for Newly Qualified Teachers, and a range of Advanced Skills Teachers working across schools. There is a strong local SureStart Partnership and 6 established Children's Centres with others planned for 2009.

Among our other current developments are the roll-out of CAF (the common assessment framework) and Contactpoint, together with a Children and Young People's Directory which can be found at <http://www.sloughcypdirectory.org.uk>. We are also working across the council and with partners to improve play and leisure for our children, young people and their families, and transform our most deprived neighbourhoods. We have a children and young people's cabinet who are part of our planning, and a strong history of participation and engagement with children, young people and their families. Our plan to develop our workforce has already begun to show in the training for the roll out of CAF and the MALTs, with people from different backgrounds working alongside one another to take a common approach to delivering high quality services.

We have good and outstanding schools, and good services for children and young people in the borough. In the 2007 Annual Performance Assessment, Slough was rated as '3'. We are proud of being rated as good in the outcomes we produce for our children in the borough, and we know that our partnership work to deliver good outcomes does and will help children and young people in the borough to achieve their aspirations.

Main Conditions Of Service

PERMANENT STAFF

DATE: January 2010

CLOSING DATE : Open Advert

DIRECTORATE: Education and Children's Services

JOB TITLE: Housekeeping Assistant

The Council is in the process of implementing a new system of job evaluation and harmonising terms and conditions for all existing staff. These will be effective from 1 April 2010. This has resulted in changes to terms and conditions of this post.

It has been agreed that all staff appointed from 1 January 2010 will be appointed on the new pay and grading structure and the harmonised terms and conditions outlined below.

Level

Level 1, SCP 5,7,9, £12,312 pro rata to £13,589 pro rata per annum exclusive of local weighting allowance. A local weighting allowance of £849 pro rata is also payable .

Payment of Salary

Your salary will be paid monthly in twelve equal payments into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1st April each year subject to six months' service and satisfactory performance.

Annual Leave

Annual leave entitlement inclusive of extra-statutory and concessionary days is as follows:-

Complete year's entitlement		
Up to 2 years' local government service as at 1st April	More than 2 years' but less than 5 years' local government service as at 1st April	More than 5 years' local government service as at 1st April
25 days	29 days	32 days

Hours of Work

27.5 hours a week, worked over 5 days, 7:45 am to 2:00 pm or 12:00 noon to 6:15 pm, depending on operational need.

Whilst the Council supports a range of flexible working arrangements to promote work-life balance dependant on the operational needs of each service, due to the operational requirements of Sure Start flexible Working is limited and hours will be as stated above .

Pension

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for New Employees to the pension fund on

<http://www.rbwm.gov.uk/berks-pension/index.htm>

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

Allowances

Mileage allowances

The Council will reimburse all mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 40p per mile for the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, ie for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

Once any member of staff hits 1,000 business miles or more in any one tax year a lump sum of £1,000 will be paid. This rate will be up-rated in line with NJC annual pay award.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

Evening Meetings

You will be paid an allowance if you have to attend approved evening council meetings.

These are meetings are usually held at/or after 6pm, called by a Committee Clerk and attended by one or more councillor.

For other evening attendance time off in lieu will be granted unless there has been specific approval for the payment of overtime.

Levels 1 - 5

You will be paid an allowance equivalent to 4.5 hours at plain time for each approved evening council meeting you attend. This will not be counted as part of your contractual hours of work.

Telephone allowance

In certain cases, the council will pay the rental charge and the cost of business calls.

Professional subscriptions

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

Other payments

Other payments may be made for additional work, outstanding performance, temporary cover for senior staff and other special circumstances.

Smoking policy

The Council has a no smoking policy.

Medical assessment

Your employment will be subject to a satisfactory medical assessment. We may ask you to take a medical examination if the council's medical adviser feels it is necessary. Certain key members of staff are medically examined periodically. The council will pay for this.

Probationary period

Six months - during this period you will be covered by the Council's Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

Political restrictions

This post is not politically restricted under the Local Government and Housing Act 1989.

OR

This post is politically restricted when the postholder reaches spinal column point 44 (Level 8).

If it is a restricted post, this means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

Period of Notice

The written notice that you must give the Council is:

Levels	Notice Period
1-4	4 weeks
5-7	8 weeks
8-10 Soulbury staff Senior Managers (SML)	12 weeks

Criminal Records Bureau

(The Rehabilitation of Offenders Act 1974)

Posts which involve working with children or vulnerable groups are covered by the Rehabilitation of Offenders Act 1974(Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the protection of Children Act 1999.

The Criminal Records Bureau has been set up by the government to ensure safer recruitment practice to protect children and vulnerable adults. Two types of checks are available; Standard and Enhanced. *A caution or conviction will not necessarily bar you from obtaining employment.* The Disclosure that will be required for this post is **ENHANCED**.

Prior to any offer of employment being made you will be required to complete a Disclosure application form. On this form you will need to declare ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record. All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the Criminal Records Bureau (CRB). The CRB will search Police Force, Department of Health, and Department for Children, Schools and Families records for relevant information. The CRB will inform you of their search and they will also send a copy of the result to Slough Borough Council. This information will enable the Council to make its decision on possible employment.

We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will restrict you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to disclose information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the CRB direct on 0870 90 90 844 or visit their website at www.crb.gov.uk

If you do take up employment it is necessary for you to inform your Line Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

Important: We will report all persons to the relevant authorities who attempt to obtain employment whilst they are disqualified from working with children or vulnerable adults.

Standard Disclosure

We will need this for any person being appointed into a position exempted under the Rehabilitation of Offenders Act 1974 and will reveal any spent and unspent convictions, cautions, warnings and reprimands held at a national level. Plus for any person applying for a childcare position, whether the person is on the list of those considered unfit to work with children held by the Department for Children, Schools and Families (DCSF); and the Department of Health where contact may be with vulnerable adults. Disclosures may also be sought for people entering certain professions such as legal and accountancy.

Enhanced Disclosures

Issued to those who are applying for posts exempted under the Rehabilitation of Offenders Act 1974 **and** who will be working in positions which entail working regularly caring for, training, supervising or being in sole charge of persons under 18, or in positions which are specified in Regulations made under the Police Act as working with 'vulnerable adults'. This will reveal any spent and unspent convictions, cautions, warnings and reprimands held at a national level and information held on local police records. Plus for any person applying for a childcare position, whether the person is on the list of those considered unfit to work with children held by the Department for Children, Schools and Families (DCSF); and the Department of Health (DH) where contact may be with vulnerable adults.

ISA Adult First Check

In addition to the above checks it may be necessary to undertake an Adults first check. These checks are available under exceptional circumstances and where the employer is awaiting confirmation from the CRB; proper to employment.

This information is subject to change to reflect the requirements of the new Vetting and Barring Scheme.

General Employment Information

Data Protection Act

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Disability Discrimination Act 1995 & 2005). Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview. To enable the scheme to operate, managers compiling shortlists will be informed when a candidate has a 'disability'.

Definition of Disability

The definition of disability, as outlined in the Disability Discrimination Acts (DDA) 1995 & 2005 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Acts,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect day-to-day activities at work on a regular basis

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

Some examples now covered by the DDA include: mental illness or mental health problems, learning disabilities, diabetes, epilepsy, cancer, HIV and Multiple Sclerosis.

Employment after Retirement Age

The normal retirement age from the Council's service is 65 years. Your employment will end on the day before your 65th birthday. However, under the Employment Equality (Age) Regulations 2006 you can request continuing your employment.

Equal Opportunities in Employment

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular

the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

Feedback

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

Interview Expenses

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

Medical Questionnaire

Successful applicants will be required to complete a medical questionnaire and may be required to meet with our occupational health adviser if required.

Pre-Employment Screening

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

Childcare Vouchers

This scheme allows employees to purchase childcare vouchers from their salary and save on tax and national insurance contributions. The savings available are shown below:

		Annual savings based on monthly individual costs of				
		£50	£100	£150	£200	£243
Annual salary	£34k +	246	492	738	984	1196
	£10k - £33k	198	396	594	792	962

The vouchers are very flexible. You can use them to pay for a wide range of childcare in different places as long as it is provided through a registered provider.