# **WEST DUNBARTONSHIRE COUNCIL**

## CLEANING POSITIONS INFORMATION GUIDE

The Facilities Management team provide cleaning services across in a significant number of premises managed by West Dunbartonshire Council including schools & nurseries, offices & depots, libraries and other public buildings. Due the variety of buildings and services we support we operate a number of core Cleaning posts which have varied hours and working weeks. To help you choose a position that will work for you and your availability, the following guide may assist you in completing the ‘Your Availability’ section of our Application process.

**WORK LOCATIONS**

The service generally recruits to 3 main geographical locations within the Council area. Most postholders will be allocated to a specific workbase in one of the geographic areas however may be expected to work at any location should circumstances require.

### **Alexandria including Gartocharn**

### **Dumbarton**

### **Clydebank including Old Kilpatrick**

**Peripatetic** – some positions are peripatetic whereby postholders are routinely required to provide relief cleaning cover across a number of premises however these tend to be within one of the service areas above. Ability and willingness to travel across the full authority is desirable.

**CONTRACTUAL ARRANGEMENTS**

**Term Time Positions**

Term time employees provide cleaning services in our Schools and Nurseries. These are generally 42 week posts where you require to work on fixed dates throughout the year and will have set annual leave periods which are fixed dates in line with the academic calendar. Fixed dates of work include some school holiday dates for training. You will be paid for your annual leave as part of your salary and this is paid as an average across the full year, with no gaps during the longer summer holidays.

Hours are generally between 3pm and 7pm daily Monday to Friday.

Hours per week generally range from 14.25hrs up to 16hrs.

**52 Week Positions**

There are also 52 week posts where postholders work the same hours each week throughout the full year. You are entitled to an annual leave provision which you will use to choose the periods of leave you would like in agreement with your line manager.

Hours are generally between 3pm and 7pm daily Monday to Friday.

Hours per week generally range from 14.25hrs up to 16hrs.

**AVAILABILITY**

Availability is a key factor in our shortlisting process. Providing details of your availability will help our Recruiting Managers consider the posts that are right for you and your home life.

**FIXED TERM / PERMANENT**

Post may be advertised as Permanent however sometimes posts can be of a temporary nature (also referred to as Fixed Term) and this will be made clear in our adverts. Temporary posts may be required to cover for Maternity Leave or long term Sickness Absences or for the duration of a specific initiative. The expected end date of Fixed Term positions will be shown in the advert too.

**ADDITIONAL INFORMATION**

If you have any further questions on any aspect of our posts please don’t hesitate to be in touch either by email to FacilitiesManagement-.GeneralAdmin@west-dunbarton.gov.uk or by telephoning 01389 608319 and a member of our Facilities team will be happy to assist.

We look forward to working with you. ☺