



RECRUITMENT PACK

CLEANER

AUGUST 2024



WHO ARE WE?

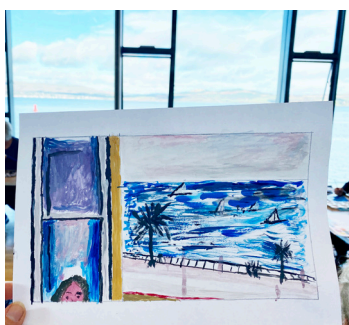
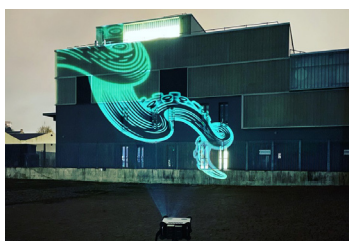
beacon
arts centre

We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ
T. 01475723723 E. info@beaconartscentre.co.uk
www.beaconartscentre.co.uk



WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE

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OUR PROGRAMME

Last year, Beacon Arts Centre celebrated a decade in our wonderful waterfront venue! We are incredibly pleased to offer a year-long programme of theatre, comedy and music throughout 2024. Captivating creative activity doesn't stop there, we also have intimate performances for younger children and their families, and a range of festivals, exhibitions, classes, workshops and events.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from VisitScotland, we play a vital role in supporting local tourism too.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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@thebeaconartsc



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@thebeaconarts



Beacon Arts Centre

ABOUT THE ROLE

JOB PROFILE

To work closely with the facilities supervisor and cleaning colleagues to support the busy day-to-day operations of the theatre and maintain an excellent level of cleanliness.

MAIN RESPONSIBILITIES

- Regular dusting, vacuuming, washing floors and cleaning of all areas of the premises
- Dealing speedily with any spills
- Ensure hazardous substances e.g., bleach is safely stored according to Control of Substances hazardous to health (C.O.S.H.H) standards
- Ensuring that the use of all cleaning materials is in line with C.O.S.H.H recommendations and manufacturers instruction
- Ensure entrances and exits are clutter free and remove any hazards
- Maintain stock list of cleaning materials and restock in agreements with management

OTHER DUTIES

- Engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and the company's health and safety policy
- This job description is a guide to the nature of the duties required in this role. You may be required to carry out other duties when necessary
- You will be required to undertake training as and when identified for the effective performance of the duties of the post

PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE & EXPERIENCE

The ideal candidate will have:

- Previous experience of working within a similar role
- Reliability
- An eye for attention to detail
- Able to work efficiently and effectively
- Able to respond to cleaning needs as and when they arise away from day-to-day duties

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SUMMARY

JOB TITLE

Cleaner

REPORTS TO

Facilities Supervisor

CONTRACT

Part-time permanent

HOURS

18 hours per week

Monday-Saturday 8-11am

SALARY

£12.00ph

PROBATIONARY PERIOD

Three months

NOTICE

One week during probationary period;
one month thereafter

PENSION

There is a stakeholder pension scheme applicable to your employment. Further details are available from the HR Manager.

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Manager
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

1. Covering letter (1 side A4 max)
2. CV (two sides A4 max)
3. Name and contact details of two referees (referees will not be contacted prior to interview)
4. Equal Opportunities Monitoring Form (available at beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Cleaner

APPLICATION DEADLINE

Friday 13 September 2024, 5pm

INTERVIEWS

As applications are received

START DATE

As soon as possible

If you would like to have an informal confidential chat about the role in advance of submitting an application, please email Tessa Calder, Finance & HR Manager, at recruitment@beaconartscentre.co.uk

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact recruitment@beaconartscentre.co.uk

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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