

Cleaner **Recruitment Information**



Closing date for applications: 12pm, Monday 22 November 2021
Interviews: Friday 3 December 2021

Contents

Welcome.....	3
Introducing Pallant House Gallery.....	4
Job Description.....	5
Benefits and Wellbeing Package	7
How to apply	8
Equal Opportunities.....	9

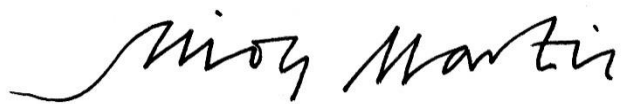
Welcome

Thank you for your interest in joining our dedicated and ambitious team as **Cleaner**.

The postholder will play a key role in the successful day-to-day running of the Gallery, ensuring that the building is presented to a high standard and safe for visitors, volunteers and staff. These are important elements for us as a public building and play a significant role in upholding the Gallery's brand, values and reputation.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

We look forward to receiving your application.

A handwritten signature in black ink, reading 'Simon Martin'. The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Simon Martin
Director

Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that stimulates new ways of thinking about art. We explore new perspectives on British art from 1900 to now through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester.

Our funding

We receive around 15% of our annual income from public funding. We are an Arts Council England National Portfolio Organisation (NPO) and receive annual support from Chichester District Council. We are reliant on fundraising, endowment income, admissions, sponsorship and commercial activity to cover our costs. 4,000 Pallant House Gallery Friends provide valuable income and support.

Our people

We employ 33 staff (14 full time, 19 part time) and are supported by 200 highly committed volunteers. We receive an average of 60,000 visitors a year.

What makes us different?

Original exhibitions

We present exhibitions that say something new about British art from 1900 to now. We explore relevant subjects with fresh angles and celebrate well-known, overlooked and emerging artists.

A 'collection of collections'

We care for a world class collection of Modern British and contemporary art, largely formed of donations by passionate collectors over 35 years. We continue to make it accessible and show its relevance to today.

A part of people's creative lives

Our wide range of creative opportunities for people of all ages and backgrounds helps them to discover how art can have a place in their lives.

A distinctive home

We welcome visitors to the distinctive setting of an 18th century townhouse and a 21st century gallery in the heart of historic Chichester on the south coast of England.

Job Description

Details

Job title:	Cleaner
Contract:	Permanent, part-time
Salary:	£9.50 per hour
Hours:	17 hrs per week – see breakdown below
Location:	Pallant House Gallery, Chichester
Reports to:	Head of Buildings & Facilities

Purpose and key objectives

The Cleaner plays a key role in the successful day-to-day running of the Gallery, ensuring that the building is presented to a high standard and safe for visitors, volunteers and staff. The Cleaner will support the Head of Buildings and Facilities and perform a range of cleaning duties.

Key responsibilities

- To undertake daily cleaning and sanitisation of the public and private areas including galleries, café and bathrooms, and to carry out additional cleaning and sanitisation as required
- To undertake occasional cleaning of the exterior of the building and courtyard garden
- To co-ordinate recycling, in line with the Gallery's Environmental Action Plan

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post.

Hours of work

Monday - Friday: 8 – 10am

Saturday: 9am – 5pm (including one hour unpaid lunch break)

Person Specification

Essential:

- An organised approach to work, including excellent time-management skills and ability to prioritise tasks effectively
- Careful and thorough with excellent attention to detail
- Willingness to undertake training

Desirable:

- Experience of using cleaning materials and equipment e.g. floor buffer, jet washer
- Experience of working in a museum, gallery or visitor attraction
- An understanding of Health & Safety requirements in a public building

Benefits and Wellbeing Package

Benefits

Flexible working

- The Gallery has a Flexible Working policy and will consider flexible working requests on successful completion of an employee's probationary period.

Holiday Allowance

- 25 days basic holiday allowance (pro-rata)
- Extra day off each year to celebrate a birthday or other occasion

Pension

- Auto Enrolment scheme. Currently a 3% contribution from Pallant House Gallery

Travel Support

- Interest free loan scheme for annual season tickets for trains
- Interest free loan for annual car park permits

Discounts and free offers

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 10% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family and friends
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)

Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room (currently paused due to the pandemic)
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

How to apply

Process

Please complete and return the following forms, which are available to download our website here: pallant.org.uk/who-we-are/our-people/work-with-us/

- Application form
- Equality and Diversity Monitoring form

If you have any access issues or questions about these forms, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

The completed forms should be returned by email to humanresources@pallant.org.uk

Deadline for receipt of applications

The deadline for applications is 12 noon on Monday 22 November. Please note that late applications will only be accepted if received within 1 hour of the closing time. Any forms received after this time will not be processed.

Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

Interviews

The interview schedule for this post is as follows:

Interview	Date	Location
First interviews	Friday 3 December 2021	Pallant House Gallery
Second interviews	TBC	TBC

If interviews are held on site, the Gallery will offer to reimburse candidates who incur reasonable travel costs on production of a valid receipt or mileage claim.

Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition¹ and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are called for interview.

Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

¹ The Equality Act 2010 states that a person has a disability if they “have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.”