

The **HAVEN** - facing the future together

Job Title: The Haven Cleaner

Hours: A minimum of 4 hours per week, schedule by agreement.

Salary: £12.00 per hour.

Contract: 1 year, fixed term.

Location: The Haven Centre, 36 Manse Road, Forth, ML11 8AJ

Role:

The Haven are seeking an experienced Cleaner with a minimum of 1 year proven working experience as a cleaner in a business setting to join our team in Forth.

If you are an experienced cleaner with a strong work ethic we encourage you to apply. Join us in maintaining a clean and welcoming environment for our clients and staff in our centre in Forth.

For further information about The Haven and to download a full job description please visit our website

www.thehavencentre.com/workwithus

Informal enquiries can be made by calling June Torley, Business Support Manager 01555 811846.

To Apply:

Applications should be in the form of a skills based C.V, with a supporting letter demonstrating your suitability for the role to: June Torley, Business Support Manager Email: recruitment@thehavencentre.com or by post to The Haven, Blantyre Health Centre, Victoria Street, Blantyre, G72 0BS. Closing date: 12 noon, Wednesday 17th April 2024.

All applications will be assessed on receipt and candidates who are successfully shortlisted will be invited to attend a 1st stage interview. Date and time of interview to be mutually agreed. We reserve the right to close this vacancy at any time if sufficient applications are received. Interviews will be held at The Haven centre in Forth.

Equality of Opportunity in Employment

The Haven is an Equal Opportunities employer and all applicants for posts receive equal treatment irrespective of ethnic origin, gender, disability, religion, sexuality and age.

Privacy notice – job applicants

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history. We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.



www.thehavencentre.com

01555 811846 | info@thehavencentre.com

Correspondence Address: The Haven, Blantyre Health Centre, Victoria Street, Blantyre, G72 0BS

Registered in Scotland, Company Number: SC222783 Charity Number: SC032130



This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please see our Privacy Statement www.thehavencentre.com Or email us with the Subject "Data Protection Request".

Right to Work in the United Kingdom

The Haven has a legal obligation to ensure that it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at www.bia.homeoffice.gov.uk.



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