



# NEW VIC

Cleaner

Information Pack

April 2024

## Welcome

Following retirement, we are recruiting a cleaner to join our busy housekeeping team.

This role is offered on a permanent contract from w/c 17 June 2024.

The successful candidate will be expected to maintain high standards of cleaning throughout our buildings, with each cleaner being designated a particular area of responsibility.

Applicants must have experience of general cleaning activities, be reliable, able to work with minimal supervision and work to a high standard.

The deadline for applications is **Friday 10 May 2024 at 10am**. Interviews will be held **week commencing 20 May 2024**.

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email at [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk)



## Role Purpose

The New Vic Theatre comprises of an auditorium with an overall seating capacity of 596, a Studio Theatre, restaurant, sweet shop, two public bars, and a gift shop. Backstage there is the Drum, the atrium, workshops and the theatre offices. Our annex building, New Vic Workspace, is a three-story building built to accommodate the theatre's growing needs. The basement and first floor are storage for props, furniture and costumes and the top floor has an activity space, two break-out rooms, an office and small kitchen.

Working as part of a team of four you will be expected to maintain high standards of cleaning throughout both buildings. The duties are divided evenly between the team by the Head of Housekeeping, with each cleaner being designated with a particular area of responsibility. Duties will include vacuuming, cleaning the auditorium, front of house areas, (this will include the toilet areas which must be cleaned on a daily basis), administration offices, backstage areas, Studio, Workspace and any other tasks as required by the Head of Housekeeping or Theatre Manager.

## Duties

- General cleaning duties to maintain the standard of the theatre's front of house and backstage areas, including Workspace.
- Ensure toilets are clean and stocked with sufficient soap and toilet rolls.
- Empty any full bins, dispose of rubbish appropriately and replace with fresh refuse bags.
- Clean and sanitise touch points within the front of house areas, toilets and auditorium.
- Report any maintenance issues to the Head of Housekeeping or Theatre Manager.
- Open the building and complete and record pre-opening check list.
- Deal with any enquiries/deliveries prior to the building opening to the general public.
- Shared responsibility for the overall security of the building prior to the building opening to the general public.
- Adhere to Health and Safety and COSHH regulations.
- Report any low levels of cleaning materials to the Head of Housekeeping.
- Occasional 'pick ups' and cleaning the auditorium between shows, particularly during our Christmas production.
- To attend training as required.
- To comply with all New Vic policies and procedures.
- Any other duties as may reasonably be requested by the Head of Housekeeping or Theatre Manager.

# Cleaner

## Contract

This role is offered on a permanent contract from week commencing 17 June 2024.

## Salary

The salary for this role is £12,660. Wages are paid monthly in arrears by credit transfer.

## Hours of work

This is a part-time post, working an average of 21 hours per week following a 4 week rota as follows:

- Three of the four weeks - working five 4-hour days out of 6 (Monday to Saturday.) Total 20 hours for 3 weeks.
- One week in 4 - working six 4-hour days (Monday to Saturday). Total 24 hours for 1 week.
- Each shift is generally 5am till 9am.

The rota will be produced on a monthly basis by the Theatre Manager. The following month's rota is generally produced 2 weeks into the current rota period.

The successful candidate is required to be flexible to work the hours needed to meet the operational demands of the New Vic Theatre. On rare occasions this may include Sundays and Bank holidays. Any hours in addition to your normal hours will be agreed in advance with the Head of Housekeeping or Theatre Manager.

## Holiday Entitlement

The holiday entitlement for this post is 84 hours plus bank holidays pro rata. This is based on a full time equivalent of 4 weeks, plus 8 days bank holidays per annum. This will increase to 92 hours plus bank holidays pro rata following 3 years service and 105 hours plus bank holidays pro rata following 5 years continuous service. The holiday year runs from 1 April to 31 March.

## Probationary & Notice Period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of probationary period, the notice period is 4 weeks.

# Person Specification

These are the qualities we are looking for in our Cleaner.

## Essential Criteria

### Experience

- Experience of general cleaning activities.

### Knowledge and Skills

- Ability to maintain high standards of cleanliness in accordance with specified rotas.
- Good attention to detail.

### General Attributes

- Good punctuality and reliability.
- Ability to adhere to Health and Safety and COSHH regulations.
- Ability to work with minimum supervision.
- Ability to work unsociable hours including Saturdays.
- Willing to undertake training as required.

## Desirable Criteria

### Experience

- Experience of cleaning in an industrial setting.
- Experience of dealing with customer enquiries.
- Experience of working in a theatre.

### Knowledge and Skills

- Basic knowledge of Health and Safety and COSHH regulations.

### General Attributes

- Demonstrable interest in theatre

**'Staffordshire's New Vic proves what a regional theatre  
with ambition and imagination can do'.  
*The Guardian***

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally. In the last few years we have toured shows 'made at the New Vic' nationally and transferred our first show to Broadway in New York with *Around the World in 80 Days* achieving the accolade of being the *New York Times Critic's Pick of the Week*.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre - usually 8 or 9 in-house productions annually. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design. Our theatre-making is nationally recognised, particularly our work for young people and their families.

Our extensive community and education programmes reach over 25,000 annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads *Appetite*, an Arts Council England Creative People and Places programme, to engage more people in North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.



## Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

### How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification. The deadline for applications is **Friday 10 May 2024 at 10am**. Interviews will take place during **week commencing 20 May 2024**.

Email your CV and covering letter to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) using the subject line Cleaner or post to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).





New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent and North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic operates thanks to partnership between the Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council, and Stoke-on-Trent City Council.