



# Disability Action in Islington

## Office Cleaner: Job Description

### About Us

Disability Action in Islington are a user-led, pan-disability membership organisation delivering services to improve the life opportunities of disabled people living and working in Islington. As a pan-disability organisation, our services will reflect the needs of the diverse communities in Islington. Through our membership we want the voice of Deaf and disabled people to be heard to enable change within society. We will embed the Social Model of Disability in all our work.

### Job Description

As our office cleaner you will support the organisation by ensuring that we have a clean and hygienic environment for staff and service users to meet in.

**Job Title:** Office Cleaner

**Responsible to:** Service Manager

**Salary:** London living wage (currently £11.05 per hour)

**Hours:** 6.25 hours per week (1 hour 15 minutes per day across 5 days)

**Duration:** Fixed term 12-month contract

**Based:** Disability Action in Islington office

### **Core responsibilities include:**

- Dusting, sweeping, vacuuming, and mopping surfaces in their work area including living/working areas, bathrooms, and kitchens.
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
- Washing kitchen towels, floor rags and dusters
- Maintaining cleaning products and advising when ordering new supplies is necessary.
- Emptying of bins daily and taking out the rubbish.
- Carrying out minor maintenance tasks such as replacing displaced toilet seats, unclogging sink.

### Person Specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Good timekeeper</li><li>• Reliable and trustworthy</li><li>• Flexibility</li><li>• Foundation level of English and maths</li><li>• Good attention to detail</li></ul>	<ul style="list-style-type: none"><li>• At least six months' experience as office cleaner.</li></ul>

Please apply to [recruitment@daii.org](mailto:recruitment@daii.org) with your **CV** and **either a completed application form or a cover letter** explaining why you are applying for the position and how you meet the person specification. **Applications without an application form or cover letter will not be accepted.**