



**Part-time Cleaner/Housekeeper**  
**15 hours per week**  
**Eskdalemuir Observatory, Eskdalemuir**

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for a part time Cleaner/Housekeeper to be based at our Observatory in Eskdalemuir.

Duties include:

- Maintaining the offices, toilet and kitchen facilities, laboratories, outbuildings and on-site accommodation in a clean and hygienic state, whilst observing the criteria required when working in sensitive areas
- Undertaking washing/ironing and bed making for self-catering accommodation if and when occupied and as required
- To be accountable for cleaning supplies and take responsibility for their safe storage and restocking as required

You must be self-motivated, hardworking and physically fit person with experience of cleaning operations in the home. In addition you must be able to prioritise work according to cleaning requirements as well as being able to demonstrate flexibility, reliability and trustworthiness.

Starting salary will be between £6,203 per annum to £6,600 per annum depending on qualifications and experience. Working hours will be 15 per week excluding lunch breaks, working pattern can be flexible working over office hours – Monday to Friday. A generous benefits package is also offered, including a company pension scheme, childcare salary sacrifice scheme, free parking, 30 days annual leave plus 10.5 days public and privilege holidays (pro-rata)

Applications are handled by the UK Shared Business Services, to apply please visit our job board at [http://www.topcareer.jobs/Vacancy/irc244387\\_7975.aspx](http://www.topcareer.jobs/Vacancy/irc244387_7975.aspx) and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Alternatively you can email your CV and covering letter to [bgsopers@bgs.ac.uk](mailto:bgsopers@bgs.ac.uk) or post to HR Recruitment, British Geological Survey, Environmental Science Centre, Nicker Hill, Keyworth, Nottingham, NG12 5GG. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867000, Please quote reference number IRC244387.

Closing date for receipt of application forms is 11th March 2018.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The



British Geological Survey is an *Investors in People* organization and has achieved Bronze status for Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

