

## Cleaner

### **Crofton Community Centre**

**Hours:** 10 – 30 hours per week – Late afternoons and evenings

**Reporting to:** Site Supervisor

**Salary:** £12.71 per hour (National Living Wage) – Job share considered

**Closing date: Midnight, Monday 6th April 2026**

### A Role That Really Matters

Crofton Community Hub is at an exciting point in its journey. We're a busy community centre in the heart of Hill Head and Stubbington, and we're working hard to become a place that the local community is truly proud of, well-used, well-run, and genuinely welcoming to everyone who comes through the door.

The Cleaner plays a real and visible part in making that happen. You'll be the person keeping the building clean, safe, and ready for use; setting up rooms, supporting hirers on site, responding when something needs attention, and making sure every person who visits has a positive experience of the centre. It's hands-on, varied work that makes a difference every single day.

### The Hours

We are looking to fill this role across late afternoon and evening hours, and we're genuinely flexible about how we do that. We will consider applicants who want to work 10, 15, or 20 hours per week, or 1 individual to work 30 hours per week..

All hours will fall in the late afternoon and evening. The centre runs a busy programme of activities and events during these hours, so this is when we need our cleaning cover most. There will also be occasional opportunities to support weekend events where that suits you.

If you're interested in this role, please tell us your preferred hours and availability when you apply – there's a section on the application form for this. If you know someone who might want to share the role with you, you're welcome to apply together, though this isn't required.

We're looking for people who are genuinely comfortable working these hours and who see the evening pattern as something that suits them. If you prefer later starts and enjoy the buzz of a busy venue in the evenings, this could be a great fit.

### What You'll Be Doing

No two shifts will look exactly the same, but day to day your work will include:



- Carrying out scheduled and reactive cleaning of toilets, communal areas, activity rooms, corridors, and entrance ways
- Setting up and clearing down rooms between hirers, following setup sheets and hirer requirements
- Being a visible, friendly, and helpful presence for customers and hirers using the centre
- Monitoring the condition of the building and reporting maintenance issues promptly to the Site Supervisor
- Responding quickly to cleaning emergencies and unexpected incidents
- Using cleaning materials and equipment safely, in line with COSHH guidelines
- Contributing to the smooth handover between bookings and supporting the wider team as needed
- Occasionally supporting weekend or event cleaning when required

### What We're Looking For

You don't need a long list of qualifications to do this job well. What matters most is that you're reliable, take pride in your work, and genuinely care about the environment you're responsible for. We'd love to hear from people who bring:

- A conscientious, thorough approach to cleaning and presentation standards
- A friendly, approachable manner with members of the public
- The ability to work independently, stay organised, and use your initiative
- Flexibility and a willingness to adapt to the needs of a busy, varied venue
- Calm and confident when something unexpected happens

Experience of cleaning in a commercial or customer-facing environment is helpful but not essential – what we care about is your attitude and your work ethic. Full training will be provided in infection control, manual handling, COSHH, health and safety, and room setup procedures. All cleaning materials, equipment, and protective clothing will be supplied.

### A Note on the Physical Nature of This Role

This is an active, physical role. It involves tasks such as lifting and moving furniture for room setups, operating cleaning equipment, working on your feet for extended periods, and accessing all areas of the building throughout your shift. We are an inclusive and welcoming employer and are committed to making reasonable adjustments wherever we can. However, due to the occupational requirements of this role, applicants will need to be physically able to carry out the manual elements of the work. If you have any questions about this before applying, please don't hesitate to get in touch.



## Pay & Hours

This role is paid at £12.71 per hour – the National Living Wage from April 2026. Your actual earnings will depend on your contracted hours: at 10 hours per week that's approximately £6,609 per annum; at 15 hours around £9,914; and at 20 hours around £13,218. We want to be transparent about this. We're a small community charity and we're not able to offer more than the NLW for this role right now, but we can offer a reliable contract, a friendly team, a varied working environment, and the satisfaction of being part of something that genuinely matters to the local community.

## You Don't Need to Tick Every Box

We know that imposter syndrome is real, and that people sometimes talk themselves out of applying before they've even started. If you're reading this and thinking you might not be quite right for the role, please apply anyway and let us make that judgement. We're more interested in your enthusiasm, your reliability, and your commitment to doing the job well than we are in a perfect CV.

We are an inclusive employer and we actively welcome applications from people of all backgrounds and experiences. If you have any accessibility requirements for your application or interview, please email us at [jobs@croftoncommunity.co.uk](mailto:jobs@croftoncommunity.co.uk) and we'll do everything we can to support you.

## How to Apply

To apply, please follow the link on the Crofton Community Hub website: [www.croftoncommunity.co.uk](http://www.croftoncommunity.co.uk)

If you have any questions about the role before applying, please email us at:  
[jobs@croftoncommunity.co.uk](mailto:jobs@croftoncommunity.co.uk)

We'll be reviewing applications as they arrive and may be in touch before the closing date – so we'd encourage you to apply early if you're interested.

**Closing date:** Midnight, Monday 6th April 2026

**Interviews:** Wednesday 8th April 2026

We will aim to hold interviews on Wednesday 8th April. If you are a strong applicant who is genuinely unable to attend on that date, please let us know – we may be able to arrange an alternative, though this is our strong preference and we'd encourage you to keep that date free if you can.

If you have any accessibility requirements for your application or interview – whether that's the format of the application, the interview environment, or anything else – please email [jobs@croftoncommunity.co.uk](mailto:jobs@croftoncommunity.co.uk) and we'll do everything we can to help.

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