



## JOB DESCRIPTION

<b>JOB ROLE:</b>	Cleaner
<b>RESPONSIBLE TO:</b>	Housekeeping & Porterage Manager (Operations Team)
<b>JOB PURPOSE:</b>	To carry out, on a daily basis, cleaning, and maintenance services to the agreed specifications and to the required standards.

Specific responsibilities include the following, although this list is by no means exhaustive:

### Duties and Responsibilities:

- To clean designated areas according to best procedures, working in a safe and hygienic manner to achieve the standards required.
- To deal with any cleaning task that may arise in an emergency and assist with work as and when necessity arises.
- To observe and report to the Housekeeping & Porterage Manager on the need for repairs and maintenance to fixtures, furniture, and fittings, and to carry out simple maintenance tasks as directed.
- To remove all rubbish from accommodation areas and store externally in a safe and hygienic manner, and to maintain the cleanliness of the refuse containers.
- To assist in the safe movement of furniture as required.
- To monitor stock of Water Bottles at machines and report to Housekeeping & Porterage Manager when low.
- To ensure the observance of safe working methods and routines, guard against, and if necessary, report, any possible dangers in the interest of staff, pupils, and the general public.
- To ensure that all equipment used for your role is cleaned and maintained in a safe working condition and is securely stored (locked away) in the designated cupboard when not in use.
- To be punctual and maintain a hygienic and professional appearance.
- To undertake training as requested
- Clear understanding of the purpose of the online Health & Safety (purple file) for Housekeeping and its contents
- To fulfil any other appropriate duties as requested by your Line Manager.

## **PERSON SPECIFICATION**

### **Essential**

- Strong organisational skills and capacity to take initiative
- Ability to multitask
- A collaborative and constructive approach
- Strong interpersonal skills

### **Desirable**

- Previous experience
- Knowledge of basic Word package

# JOB DESCRIPTION

<b>JOB ROLE:</b>	Porter
<b>RESPONSIBLE TO:</b>	Housekeeping & Porterage Manager (Operations Team)
<b>JOB PURPOSE:</b>	To carry out, on a daily basis, cleaning, porterage and maintenance services to the agreed specifications and to the required standards.

Specific responsibilities include but are not limited to the following:

## **Duties and Responsibilities:**

- To clean designated areas according to best procedures, working in a safe and hygienic manner to achieve the standards required.
- To deal with any cleaning task that may arise in an emergency and assist with work as and when necessity arises.
- To observe and report to the Housekeeping & Porterage Manager on the need for repairs and maintenance to fixtures, furniture, and fittings, and to carry out simple maintenance tasks as directed.
- To undertake minor maintenance repair tasks as required.
- To remove all rubbish from accommodation areas and store externally in a safe and hygienic manner, and to maintain the cleanliness of the refuse containers.
- To assist in the safe movement of furniture as required.
- To distribute water bottles to water machines across the site as required.
- To support the Housekeeping & Porterage Manager with general portering tasks as required.
- To assist in setting up and clearing down for events on site.
- To ensure the observance of safe working methods and routines, guard against, and if necessary, report, any possible dangers in the interest of staff, pupils, and the general public.
- To ensure that all equipment used for your role is cleaned and maintained in a safe working condition and is securely stored (locked away) in the designated cupboard when not in use.
- To be punctual and maintain a hygienic and professional appearance.
- To undertake training as requested
- Clear understanding of the purpose of the online Health & Safety (purple file) for Housekeeping and its contents
- To fulfil any other appropriate duties as requested by your Line Manager.

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## **PERSON SPECIFICATION**

### **Essential**

- Strong organisational skills and capacity to take initiative
- Ability to multitask
- A collaborative and constructive approach
- Strong interpersonal skills
- Due to the layout of the site, some driving may be necessary therefore a full UK driving licence is required.

### **Desirable**

- Previous experience
- Knowledge of basic Word package