



**Job Title:** Cleaner & Lettings Assistant

**Responsible to:** Business Resources Manager

**Duties:** Cleaning/Lettings

### **Cleaning Responsibilities**

- Cleaning
- Washing
- Sweeping
- Vacuum cleaning
- Emptying litter bins in classrooms and offices
- Polishing
- Dusting
- Areas to be cleaned will include toilets and showers, changing rooms, fixtures and fittings.
- Using powered equipment as appropriate.
- Picking litter around the site

### **Lettings Responsibilities**

- To act as focal point for all enquires during lettings periods, providing outstanding customer service
- To maintain a paper/electronic signing in/out register for lets
- To monitor visitor access and maintain security arrangements during letting periods, controlling entry to the Academy, reporting concerns to the Business Resources Manager.
- To provide basic administrative support to the Business Resources Manager as required
- To ensure lettings run to the scheduled timings, notifying the Business Resources Manager if there are any issues
- To be fully aware of Fire and Evacuation procedures. To be the focal point for contacting the emergency services if required and to be familiar with radio handsets for emergency procedures
- To be fully aware of Visitors Safeguarding procedures, reporting any concerns to line manager and Designated Safeguarding Lead.
- To report any accidents on site during the shift
- To support the Business Resources Manager in continually improving the lettings service: sharing customer feedback with the Business Resources Manager and promoting the use of facilities.

### **General**

- To attend required meetings and training sessions
- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of health and safety training

- To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- To maintain confidentiality in all academy related matters
- To undertake any other duties commensurate with the post, as directed by Line Manager
- Other duties as directed by the Facilities Manager.

The post holder will be expected to work to a very high standard and be able to show initiative, prioritise work, be flexible and have good interpersonal skills

### **Other Clauses**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification

[illegible]