

Cleaner/Porter
Finance and Operations Department
£20,380 per annum, plus attractive benefits

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for our world class exhibitions, including *The Real Van Gogh*, *Anish Kapoor* and *David Hockney RA: A Bigger Picture*. Our purpose is to be a clear, strong voice for art and artists and our public programme promotes the creation, study and enjoyment of art through exhibitions, education and debate.

We are seeking an experienced Cleaner/Porter to join the in-house team which provides a wide range of cleaning and portering services within our Mayfair buildings, Burlington House and 6 Burlington Gardens.

The duties cover our public, gallery and office spaces and can involve the operation of heavy cleaning machinery; shifting stationery, publications and furniture; setting up rooms for meetings and talks/seminars; cleaning toilet facilities, and generally providing operational support as and when required.

You will need some relevant experience, particularly with industrial cleaning equipment and, preferably, gained in a listed building open to the public. You will need to have high standards of performance, be a good team worker, flexible, adaptable and willing, on occasion, to work additional hours in order to complete tasks.

To apply for this post, please send your CV, with a covering letter detailing how you meet our criteria, to recruitment@royalacademy.org.uk.

Candidates who meet our criteria will be invited to interview immediately.

JOB DESCRIPTION

JOB: Cleaner/Porter
DEPARTMENT: Facilities, Finance and Operations Department
REPORTS TO: Manager, Cleaners and Porters

MAIN OBJECTIVE

Under the direction of the Manager, Cleaners and Porters, undertake a range of cleaning and portering tasks as directed to the standard required throughout Burlington House, the Courtyard, RA Schools and 6 Burlington Gardens.

MAIN DUTIES

1. Work co-operatively with the Help Desk to undertake jobs in accordance with set priorities; ensures the Supervisor is kept fully informed about issues and requirements as they arise, and when jobs are completed
2. Undertake specific cleaning tasks, in accordance with set standards and work schedules, duties to include: operating heavy cleaning machinery, clean offices, public areas and men's toilet facilities etc.
3. Use specialist machines and cleaning materials in accordance with health and safety instructions
4. Conform to health and safety standards/ instructions/ regulations
5. Lay out requirements for meeting rooms, seminars, lectures, etc. in accordance with instructions
6. Deliver stationery, equipment and supplies, as requested
7. Report accidents, near accidents, breakages and potential dangers and hazards in accordance with health and safety rules and regulations
8. Report sightings of mice, rats, etc. to Supervisor and Health & Safety Officer
9. Comply with all relevant Health & Safety policies, procedures and regulations and takes appropriate and reasonable care for the safety of colleagues and visitors to the Academy
10. Undertake any other duty which may reasonably be allocated by the Supervisor or other senior officer.

PERSON SPECIFICATION

DESIRABLE QUALITIES AND SKILLS

- Excellent understanding of health and safety rules and regulations as they relate to cleaning (COSHH, etc.)
- Extensive experience of cleaning and portering work, including use of specialist machines, understanding of correct use of cleaning materials and health and safety rules, ability to follow instructions.
- Experience of working in a listed building would be an advantage.
- Positive approach to work, ability to ascertain nature of requirements and willingness to help, with a polite and courteous manner
- Cooperative approach; ability to work closely with Manager, the Finance and Operations Department and across the Academy
- Commitment to achieving and maintaining high standards of cleanliness and professional standards
- Adaptable and flexible, able to work a 5-day rota to cover shifts between 7.00 am and 10.00 pm. There is, additionally, an occasional requirement to work overtime in the evenings and at weekends and to alter core hours to achieve adequate cover of the department's commitments
- A good team player with the ability to respond to unexpected and urgent requests
- Interest in visual arts and a commitment to the work of the Royal Academy.