



THE TANK MUSEUM

Cleaner

Role Description

The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over recent years, the Museum has dramatically transformed from a training aid for the Army to a 21st century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the recent war in Afghanistan. The entire collection has Designated Status. In 2018 The Museum became part of Arts Council England's National Portfolio.

Operations

Our cleaners play a pivotal role in supporting the operations team - keeping our site in tip top condition and ensuring the best visitor experience. Our Cleaners are also integral in supporting the rest of the Tank Museum staff and volunteers by keeping our world class facilities and offices both clean and safe.

Role Profile

Role Title	Cleaner
Department	Operations
Key Relationships	Operations Manager, Deputy Operations Manager
Overall Role Purpose	To aid the Tank Museum in achieving its' charitable goals by ensuring functionality and excellent aesthetic appearance and cleanliness of all Tank Museum buildings & facilities.
Key Accountabilities	<ul style="list-style-type: none"> • To support the Operations Manager, and Deputy Operations Manager in creating a daily cleaning plan for all areas of the facility. These include offices, Museum site, catering outlets toilets and workshop. • To carry out the cleaning plan to the best possible standard. • To work alongside external cleaning contractors on site. • To support the Operations Manager in unforeseen 'reactive' cleaning tasks. • To maintain, safely operate and store securely all cleaning equipment, consumables and plant owned or hired by the Tank Museum for cleaning tasks. • To ensure the tidiness and functionality of cleaning areas such as Cleaner stores /cupboards etc. Making sure consumables are re stocked. • To advise the Operations Manager on the purchase and/or hire of consumables, tools etc. to complete any specific tasks. • To help the Tank Museum become a 'Greener' business by disposing of waste in an eco-friendly manner. • To have knowledge of Museum wide fire evacuation procedures • To understand how to use the Tank Museum radio system. • To observe and report safety & facility hazards to the Operations Manager. • To understand and comply with relevant Tank Museum policies such as the: staff handbook, museum health and safety policy & safeguarding policy to ensure the safety and wellbeing of visitors, staff, volunteers and contractors at all times.
	The duties and responsibilities in this job description are not restrictive and the post holder may be required on occasion to undertake other duties. This job description may change with the changing needs of the Tank Museum.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> • IOSH Working or Managing Safely • COSHH awareness course • Any relevant qualifications in cleaning. Cleaning and Support Services (City & Guilds) etc. • Full UK Driving Licence
Experience	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Experience working as a cleaner in a previous business / organisation. • Experience in working a Museum or Heritage setting. • Experience of working in a customer service environment.
Knowledge & skills	<ul style="list-style-type: none"> • Good organisational skills. • Good interpersonal skills. • Strong communication skills. • Good adaptability & resilience when set a task. • Ability to work as part of a team or work independently. 	<ul style="list-style-type: none"> • Knowledge of 20th century military history. • Knowledge of armoured vehicles. • I.T literate (Microsoft Office).
Other requirements	<ul style="list-style-type: none"> • To work flexibly (weekends, special events & unsociable hours) at the discretion of the Tank Museum. 	