



Job Description

Position:

Cleaner

Responsible to:

Healthy Eating Co-ordinator

Purpose of Position

Under the direction and instruction of the Healthy Eating Co-ordinator, provide a clean and hygienic Nursery environment, which meets specified cleaning standards.

Specific duties:

Operational

Cleaning

- Clean all surfaces, fixtures and fittings
- Clean all floors, walls, inside windows, partitions, surfaces and internal woodwork as appropriate
- Clean toilets, cloakrooms and other sanitary areas
- Clean nursery kitchens and utility areas
- Undertake special cleaning programmes during nursery closure or other designated periods in compliance with the specification for the premises

Waste

- Collect and bag up waste, disposing of any recycling accordingly
- Clean and maintain waste bins

Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables

- Report faulty equipment and other maintenance requirements to line manager or other senior staff
- Maintain the security of the Nursery premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

Organisational

- Maintain and arrange orderly and secure storage of supplies
- Ensure cleanliness of equipment, check for quality and safety – reporting any faults to an appropriate senior person eg your Line Manager, Nursery Manager, Business Manager
- Operate everyday equipment in accordance with instructions

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and adhere to environmental health and other inspection guidelines in relation to the Nursery
- Contribute to the overall ethos, work and aims of the Nursery
- Appreciate and support the role of other staff and professionals
- Attend relevant meetings as required
- Treat all users of the nursery with courtesy and consideration
- Present a positive personal image and contribute to a welcoming Nursery environment which supports equal opportunities for all
- Comply with health and safety, equality, diversity and inclusion and all other relevant policies and procedures
- Promote and ensure the health and safety of Nursery users at all times

Development

- Participate in training and other learning activities and performance development as required
- Take responsibility for own ongoing personal development and growth of expertise
- Train and develop other employees, for proper succession planning and risk management
- Carry out other duties and responsibilities as required by senior staff

NB The Nursery operates a “No Smoking” policy throughout the building and all outdoor areas



Person Specification – Cleaner

Qualifications/Training/Competencies	Essential	Desirable
<ul style="list-style-type: none"> • Cleaning and support services N/SVQ Level 1 OR equivalent experience or qualification, or willingness to train to achieve these 	E	
Experience <ul style="list-style-type: none"> • General professional cleaning work in an educational OR other business environment 		D
Skills and Abilities <ul style="list-style-type: none"> • Willingness to use relevant equipment • Ability to relate well to children and adults • Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards • Willingness to gain knowledge of health and safety procedures and precautions • Willingness to gain awareness of COSHH regulations • Willingness to gain awareness of health and hygiene procedures • Willingness to participate in development and training requirements and opportunities • Ability to work on own or as part of a team 	E E E E E E E	
Personal Skills <ul style="list-style-type: none"> • To be aware of own performance and participate in in-service training • An ability to form and maintain effective working relationships as part of the nursery team and within the whole centre • Commitment to personal development 	E E E	



Further Information

Part-Time Cleaner, Footsteps Nursery

- The hours of work are 10 hours per week, worked Monday to Friday between 4.30pm and 6.30pm with no break. Westfield Housing Association reserves the right to change your hours of work subject to the needs of the service.
- Additional hours may be required to cover training, supervision, annual leave and sickness, for which overtime will be paid at plain time rate.
- You are employed to work 52 weeks per annum.
- Annual leave entitlement is 5 weeks, plus 3 nominated days to be taken at the Christmas/New Year period plus statutory bank holidays. The nursery is closed over the Christmas and New Year Period with staff usually taking a combination of the 3 nominated days, statutory bank holidays and some annual leave if requested. An additional one day will also be granted for each completed year of service up to a maximum of 5 extra days. (All the above is pro-rata for part-time staff.)
- As from 1st April 2014 it has become compulsory for all qualifying employees to be auto enrolled into a qualifying scheme. Westfield HA is currently using the Social Housing Pension Scheme managed by TPT Retirement Solutions. Within the Nursery the employee contribution rate is a minimum of 5% of salary with the Association contributing 3% this gives a total contribution of 8%.
- Half price childcare within the Nursery is offered to staff.
- Free on-site car parking and uniform provided.
- A copy of the Equality, Diversity & Inclusion Policy is available on our website.



Guidance Notes for Job Applicants – Cleaner

To apply for the role of Part-Time Cleaner, please provide a CV and statement on why you are the person we are looking for to enquiries@footstepsnurseryworkington.com or post to The Nursery Management Team, Footsteps Nursery, the Minto Centre, Nilsson Drive, Westfield, Workington, Cumbria CA14 5BD.

Please ensure your CV includes:

Contact Details

- Full name and address
- Telephone number
- Email address

Employment History

- Give details of current and previous employment. Please include the employer's name and address, your job title and main duties, the dates of your employment and your reason for leaving. Please also explain any gaps in your employment history.

Education and Training

- Qualifications or further education
- Any courses attended which are relevant to the post

Other information

- Any outstanding disciplinary matters or other information you feel is relevant
- Details of 2 referees (one should be your present or most recent employer; if this is not possible, use people you have known in other settings eg head teacher, form teacher, family doctor, but not friends or relatives)
- We will need confirmation you are legally entitled to work in this country.



We're on the lookout for a Part-Time Cleaner to join our friendly team.

**10 hours per week
Monday to Friday – 4.30pm to 6.30pm
Based at The Minto Centre, Westfield, Workington
Salary - £9.50 per hour**

Benefits include:
Good holiday package
Half price childcare
Opportunities for Development

Previous experience in a similar role is preferred, however full training will be given.

For a job pack, further information and how to apply please visit our websites

www.footstepsnurseryworkington.com

or www.westfieldha.org.uk

[or call the Nursery on 01900 872011](tel:01900872011)

