

**Role title:** Cleaner

**Department:** Childcare

**Job family:** Internal Support Roles

**Job level:** Level 2

### About the role:

Welcome to childcare with a difference, set up specifically to nurture the next generation of kind, considerate children. The right candidate will play their part in leading that mission, helping to provide a happy and fun-loving environment for children and colleagues to fulfil their potential. If you're passionate, enthusiastic and can role model and inspire people to deliver fantastic experiences for children and their families, we'd love to hear from you.

Keeping our nursery clean and neat as a new pin is of paramount importance to the health and safety of our children. If you're someone who, with a little sprinkling of fairy dust manages to create peace and calm from days full of glitter, we'd love to hear from you.

- As our cleaner you will need to provide the highest standards of cleanliness and hygiene standards in the setting in a safe manner, working with nursery team and ensuring compliance with Health and Safety and other Policies and Procedures of the Society.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Society.

### What you'll be doing:

#### Helping children

- Have up to date knowledge of safeguarding issues and be able to identify signs of possible abuse or neglect and respond in a timely and appropriate way
- Swiftly address any child protection concerns and ensure they are acted upon immediately and appropriately through early identification, reporting to the designated safeguarding officer

### Helping families

- To provide the highest standards of cleanliness and hygiene standards in the setting in a safe manner, working with nursery team and ensuring compliance with Health and Safety and other Policies and Procedures of the Society.

### Helping colleagues

- Work with colleagues in the nursery to make sure children's rooms are cleared at the appropriate times to ensure thorough cleaning of all areas
- Be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery
- Work alongside the Manager and colleague team to ensure that the Childcare Groups values (DOES) are fulfilled
- To support the delivery of the Nursery Steering Wheel measures and work with the Manager and team to ensure targets are met

### Helping yourself

- Attend training identified in your performance reviews or one to ones and any other training courses that are necessary for you to fulfil your role. (Training may involve travelling to other locations or may take place outside of nursery opening hours)
- Request a regular check in with the Nursery Manager, undergoing any training needs identified or desired as a result

### Helping Co-op and the wider community

- All employees are expected to work within the terms of their contract of employment and adhere to Society policies and procedures
- Take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work.
  - Ensure accident, incident and risk assessment records are maintained to an acceptable level and monitor the information therein
  - To understand the colour coding system for cleaning materials and have a safe working knowledge of COSHH requirements
  - To ensure health and safety procedures are always followed, including using the appropriate personal protective equipment (PPE) advising the manager of any accidents or near misses
  - To be able to work within company guidelines on cleaning requirements including use only of approved products for cleaning and to read and adhere to any policies or procedures that may be introduced that may affect their work
  - To have an awareness of the cleaning consumables budget and be able to order appropriate quantities of cleaning materials and manage resources effectively with the budget, using only approved products for specified usage
  - To have high standards of hygiene and cleanliness in all areas of their work and maintain tidy and organised stock areas
- Be flexible with shifts and working hours to ensure cover to suit the nursery needs

- Assist with cleaning children's toys and equipment as and when required
- Ensure that outside areas are clean and free from waste
- To be involved in any overall nursery activities (including out of working hours activities) e.g., training, monthly staff meetings, fundraising events, volunteering etc.
- To ensure the appropriate and regular removal of waste materials to the designated store and work with the Nursery Manager to ensure regular collection of that waste
- To respect the confidentiality of all information received
- To have responsibility for key holding and ensuring the nursery premises are secure when required

#### About you:

- Evidence of Right to Work in the UK
- A clear enhanced DBS
- Requirement to join the DBS update service
- Relevant safeguarding/child protection training undertaken and a willingness to update training regularly
- A sound knowledge of COSHH requirements, or willing to learn
- Preferably have experience of cleaning
- Have an understanding or experience of working with Health and Safety

#### What you need:

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#### Characteristics we're looking for:

- Good organisational skill
- Be able to communicate well with team members and families