Slough Centre Nursery School
Job Description
Cleaner

Salary- Pay Range: Level 2 – SCP 3 -4, £6,210.24 - £6,303.59 actual.
Hours- 10 Hours per week, Term Time Only plus 5 inset days. 2.45pm-4.45pm
Contract Type- Fixed term, 1 year.

Main Duties and Responsibilities-

To carry out the daily cleaning and laundry of the nursery school:

- Carry out the cleaning of the school to agreed standards.
- To clean all floors including mopping and vacuuming, cleaning internal surfaces, toilets, and kitchen areas.
- Carry out the cleaning of the interior and part exterior of the school to agree standards under the direction of the Office Manager/headteacher.
- Report hazardous spillages and clear up in a timely fashion.
- Identify issues of concerns and refer to appropriate person in school.
- To check all equipment prior to work being carried out
- Ensure hygiene and health and safety of colleagues, children and self is adhered to at all times in accordance with relevant policies and procedures
- Undertake annual cleaning activities as instructed by the Office Manager & Headteacher
- Report low stock levels of supplies to Office manager in accordance with agreed procedures
- To launder linen, towels, tea towels, children's clothing and other similar articles.
- To implement any other of the nursery school policies and procedures as relevant to the post.
- To maintain confidentiality and handle sensitive information in accordance with the school's safeguarding and data protection policies.
- To understand and follow the school's procedures for reporting concerns, allegations or disclosures, including concerns relating to the conduct of adults working within the setting.
- To undertake safeguarding and child protection training as required and keep up to date with relevant policies, guidance and procedures.
- To attend training and staff meetings as required.
- To assist in moving furniture if required
- To undertake any other duties which may become necessary to ensure the successful running of the Nursery.

Slough Centre Nursery School
Person Specification
Cleaner

	Essential	Desirable
Experience of cleaning and laundry tasks.	*	
Knowledge		
Knowledge of current issues in health and safety legislation in relation to cleaning.		*
Knowledge of the practices involved in cleaning duties.	*	
An understanding of and commitment to Equal Opportunities.	*	
Skills / Abilities		
Ability to organise time effectively.	*	
Good listening, literacy and verbal skills.	*	
Ability to implement workplace policies and procedures in line with health and safety regulations.	*	
Use cleaning products, equipment supplies carefully to avoid waste and save money.	*	
Ability to work flexibly	*	
A level of physical fitness compatible with cleaning, including manual handling	*	
Personal Qualities		
Maintain confidentiality	*	
Ability to work as part of a team	*	
Good communication skills	*	
Ability to prioritise work	*	
Able to follow instructions	*	
Able to show initiative	*	
Qualifications		
Commitment to continuous personal development and a willingness to undertake further training.	*	
Post holder is willing to participate in induction training in connection with the role	*	
Comply with control of substances Hazardous to Health (COSHH) regulations		*