Slough Centre Nursery School
Job Description
Housekeeper

Salary- Pay Range: Level 2 – SCP 3 -4, £18,630.72 - £18,910.76 actual.
Hours- 30 Hours per week, Term Time Only plus 5 inset days. 10.15am-4.45pm, 30 minute unpaid lunch.
Contract Type- Fixed term, 1 year.

Main Duties and Responsibilities-

- To monitor the cleaning and laundry of the nursery school to a high standard. To assist with refreshments and clearing away. To cover absent Lunch Club staff on occasional absence.
- Responsible for day-to-day management of cleaning.
- Carry out the cleaning of the interior and part exterior of the school to agree standards under the direction of the Office Manager/headteacher.
- To undertake stock control and ordering of materials as necessary.
- Report hazardous spillages and clear up in a timely fashion.
- Undertake annual cleaning activities as instructed by the Office Manager & Headteacher.
- Identify issues of concerns and refer to appropriate person in school.
- Check all equipment prior to work being carried out.
- Ensure health and safety of colleagues and self is adhered to at all times in accordance with relevant policies and procedures.
- 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.
- Carry out cleaning tasks including mopping and vacuuming, cleaning surfaces, toilets, kitchen and utility areas.
- Ensure hygiene and health and safety of colleagues, children and self is adhered to at all times in accordance with relevant policies and procedures
- Report low stock levels of supplies to Office manager in accordance with agreed procedures
- Provide refreshments and clear away.
- Cover for Lunch Staff on occasional absence.
- Prepare fruit / toast for the children before session starts
- To undertake any other duties which may become necessary to ensure the successful running of the setting.
- To support the ethos of the school and to implement School safety Policies and Codes of Practice and at all times, have regard for the Health and Safety of yourself and others.
- To attend in-service training.
- To set high standards of dress, language and behaviour.
- Any other duties as may be required commensurate with the post

Slough Centre Nursery School
Person Specification
Housekeeper

	Essential	Desirable
Experience of cleaning and laundry tasks.	*	
Knowledge		
Knowledge of current issues in health and safety legislation in relation to housekeeping.		*
Knowledge of the practices involved in housekeeping duties and laundry.	*	
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.	*	
Using cleaning products, housekeeping equipment and catering supplies carefully to avoid waste and save money.	*	
Ability to work flexibly	*	
A level of physical fitness compatible with housekeeping and catering tasks, including lifting and carrying	*	
Personal Qualities		
Confidentiality	*	
Ability to work as part of a team	*	
Good communication skills	*	
Ability to prioritise work	*	
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	*	
To undertake online training which involves a basic level of competency on the PC in regards to Food Hygiene, Fire awareness & Safeguarding.		*