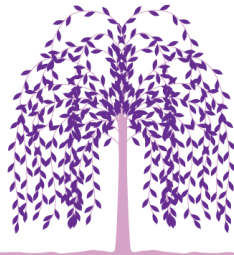


Jubilee Day Nursery



Celebrating Childhood

Jubilee Day Nursery, Rectory Road, Padworth Common, West Berkshire, RG7 4JD.
Telephone Nursery: 0118 970 1600 or Admin: 0118 971 3840,
Email: info@jubileedaynursery.co.uk or website: www.jubileedaynursery.co.uk.

Jubilee GEMS

Jubilee Gems, School Road, Padworth, West Berkshire, RG7 4JA.
Telephone Nursery: 0118 983 4018 or Admin: 0118 971 3840,
Email: info@jubileegems.co.uk or website: www.jubileegems.co.uk.

Job Description

Post: Cleaner

Reporting to: Line manager.....

Nursery Managers: **Lesley Thompson and Sian Caine.**

Deputy Managers: **Helen Willis, Emma Hirst, Cara Lovegrove and Sam Ross.**

Safeguarding Statement

Jubilee Day Nursery and Jubilee Gems are committed to safeguarding and promoting the welfare of all the children and expects all staff to share this commitment.
All members of staff are subject to a DBS check (formally CRB) and satisfactory references.

Person Specification

Essential

- Ability to work alone and as part of a team.

Desirable

- Previous experience in a similar role.

Main Daily Duties of the Post:

- Sweeping, mopping, dusting, vacuuming, cleaning toilets and all other associated cleaning tasks in the communal areas ensuring they are maintained to a high standard and kept in a clean, tidy and hygienic condition.
- Undertaking manual handling of loads and equipment as appropriate.
- Undertake light household cleaning, removal of rubbish and tidying up
- Deal with refuse
- Undertake washing and cleaning duties as needed, including laundering linen
- Work as a member of a team, attending such meetings as necessary to discuss service delivery.
- A responsibility and duty to report any safeguarding concerns linked to children, staff and families in your care and anyone who is associated with them.
- Cleaning, clearing and ensuring food hygiene

Main Responsibilities of the Post:

- Adhering to all Nursery policies and procedures
- To attend staff meetings and training sessions as required.
- Participate in all self-development activities, including appraisals.
- Develop positive relationships with other staff working within the Nursery.
- To maintain confidentiality at all times.
- To be involved in out of hours working activities, e.g. Training, Summer Fair, Christmas Party and Open Days.
- To adhere to the dress and uniform code of the nursery.
- To follow nursery hygiene standards at all times.
- To safeguard and promote the welfare of young people.
- Familiarise yourself and adhere to the company policies and procedures as stipulated in the staff hand-book.
- Undertake a shared responsibility for health, safety and cleanliness throughout the Nursery.
- Ensure the Company's Equal Opportunities Policy is adhered to at all times.
- Operate the highest standards of hygiene and cleanliness in the preparation, cooking, storage and cleaning of all food areas.
- Be familiar with all emergency and security procedures, e.g. Fire Procedures.
- To be responsible for recording accidents in the accident book.
- To work closely other team members, manager and other nursery staff in delivering the best service.
- To maintain confidentiality in the course of discussions with parents/carers.
- You may be asked to attend and assist at nursery events such as social events and/or promoting the nursery.
- To develop themselves professionally by attending training courses and updating knowledge of new practices.

General

To work as a member of the nursery team, showing initiative and creativity to foster an environment which encourages the children's all round development and where high standards of care are provided.

In the course of his/her employment, our cleaners should always have the children's welfare as of paramount importance.

Rate of pay

Competitive salary based on experience, discussed at interview.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Manager Name (please print): _____

Manager Signature: _____ Date: _____