



Cleaner | General Support Assistant

JOB DESCRIPTION

- Reports to:** Head of Early Years
- Days/hours:** Full time, 11.30am to 5.30pm, year round contract with statutory holiday allowance of 5.6 weeks. The Nursery is shut the last 2 weeks of August and 2 weeks at Christmas, so these form 4 weeks holiday, 1.6 weeks (8 days) may be taken during the holidays at mutual agreement.
- Rate of pay:** £9.00 per hour (25 and over)
- Purpose of the role:** To provide a complete cleaning and lunchtime supervision service at our purpose built Pre-Prep School. Duties will include; cleaning classrooms, toilets, doors and a small kitchen area.

Main responsibilities and tasks:

The duties of the post holder will usually include the following:

1. To be responsible for all cleaning within the building.
2. To use cleaning materials as provided.
3. To operate cleaning machinery in cleaning soft and hard surfaces, eg. Vacuum cleaners and, occasionally, polishers, carpet cleaners.
4. Duties to include the following:
 - Serving lunches in classrooms
 - Cleaning tables and floors after lunch
 - Outside play duties
 - Reading stories
 - Loading and unloading dishwasher
 - Replenishing consumable items (soap, toilet rolls, paper towels) as required
 - Checking and closing windows, switching off lights.
 - Reporting defects / hazards as required
 - Emptying & cleaning waste bins
 - Vacuum cleaning hard and soft floors
 - Cleaning toilets including tap fittings and surrounds etc.
 - Mopping and spray cleaning hard floor surfaces
 - Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external surfaces of cupboards, radiators, shelves and fittings
 - Undertake occasional wall washing or inside window pane cleaning, washing/polishing door glass
 - Occasional carpet/hard floor cleaning using suitable equipment
 - Such other duties as may be allocated from time to time

Notes: During holiday periods, when less children attend, routine deep cleaning is undertaken alongside the cleaning of the classroom used throughout this period. The timings of this can be discussed and alternative working hours, could possibly be negotiated, if required. More hours may become available in September 2021.

REQUIREMENTS

| | Essential | Desirable |
|---|---|---|
| Educational achievements, qualifications and training | <ul style="list-style-type: none"> ● Able to communicate clearly and follow instructions ● Agreement to undertake a Disclosure & Barring check | |
| Job related knowledge, aptitude and skills | <ul style="list-style-type: none"> ● Ability to prioritise work and work in an organised manner ● Ability to manage time ● Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons ● Willingness to maintain confidentiality on all school matters | <ul style="list-style-type: none"> ● Experience of cleaning ● Some knowledge of Health & Safety within the workplace ● Experience of working with children |
| Equal Opportunities | <ul style="list-style-type: none"> ● An understanding of and commitment to equality of opportunity | |
| Personal Qualities | <ul style="list-style-type: none"> ● Ability to communicate with a wide range of people ● Initiative and the ability to work without supervision ● But also to work as part of a team ● Be flexible to changing demands of the post ● Take pride in a job well done ● Willingness to work flexibly on occasions | <ul style="list-style-type: none"> ● Be happy, have a sense of humour |
| Physical & Presentation | <ul style="list-style-type: none"> ● Must be in good health ● Must be of smart appearance with excellent personal hygiene standards | |

We are committed to safeguarding the welfare of children and young people. We expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check and referencing will be requested prior to interview.