



Job Description

Job title: Cleaner

Responsible to: Head of Nursery

Line Manager: Deputy Nursery Manager

Main purpose of the Job

To ensure that the cleaning of the nursery is completed to a high standard.

Duties and responsibilities

- To ensure that the cleaning of the rooms in the nursery and the corridors are completed to the highest standard
- This work includes daily cleaning duties such as dusting, hoovering, sweeping and mopping, emptying bins, cleaning surfaces and undertaking "deep cleaning" of the allocated areas carpet cleaning and floor and walls
- Clean and maintain the staff and children's toilets
- Replenishing supplies of domestic consumables e.g paper towels, toilet rolls, soap, hand gel etc
- To ensure that cleaning equipment is stored away appropriately either in the room or the kitchen
- To ensure all Health and Safety procedures are adhered to and complete any statutory training
- To ensure awareness and understanding of hazardous products as per COSHH guidelines
- Act as keyholder and assist in securing the building

Please note that this job description is not exhaustive, changes and other duties relevant to the post may be added.

I confirm that I have read and agreed this job description which explains the main duties of my role

Signed _____

Print Name _____

Date _____



Job Specification - Cleaner

	Essential	Desirable
Experience and Training	Experience of cleaning to a high standard	Experience of cleaning in a commercial or nursery environment
Skills and Abilities	<p>Pay attention to detail and able to maintain high standards at all times</p> <p>Organised and able to work to tight deadlines</p> <p>Self motivated and able to work to own initiative</p> <p>Punctual and reliable</p> <p>Discretion and confidentiality</p> <p>Effective Team player</p>	
Education/Qualifications		
Other	<p>As the post is physically demanding, applicants should be fit and able to perform this role</p> <p>Working hours out of nursery opening hours by negotiation</p> <p>To observe imago's Equal Opportunities policy at all times</p>	