

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title – Cleaner			
Responsible to:	Deputy Children’s Centre Manager	Salary Payscale £19,292 Per annum	Pro rata if part time
Hours:	To be confirmed	Location:	May be required to work at other locations in North and East and Lower Valley areas.
Date Job Description Last Updated: April 22		By who: BSM	

Purpose of post

- To be responsible for ensuring there is a high standard of hygiene and cleanliness in all areas throughout the Centre in both the nursery areas and the public spaces.
- To be responsible for developing routines and schedules to maintain the high standard of cleanliness throughout the Centre.

Key areas

- To be responsible for ensuring Health and Safety legislation and requirements are complied with within in the Centre’s cleaning schedules and routines.
- To liaise daily with members of the wider Children’s Centre staff team regarding cleaning issues.
- To work to the Centre’s Health and Safety policies and procedures.
- To have a clear understanding of safeguarding policies and procedures, and to act appropriately should areas of concern arise, in line with the centre’s policies and procedures.

Responsibilities

- Plan and carry out with other members of the cleaning team a thorough and deep clean of the nursery rooms at specific intervals throughout the year.
- The security of the building and its contents to include; responsibility for locking up the Children’s Centre building including where applicable closing all shutters and locking car park gates.
- Where necessary following the requirements of the Lone Working procedure.
- To manage the workload effectively to agreed levels of performance.

Main duties

- To clean all designated areas in the public, staff, Nursery areas and walk ways to a high standard of hygiene and cleanliness.
- Provide domestic assistance in the Centre when necessary.
- To assist in the maintenance of the building, furniture and equipment.
- Manage cleaning materials and resources and re-order via line manager.

Any other duties and responsibilities appropriate and relevant to the post, including:

- To ensure that the Children's Centre's Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity throughout all aspects of the Children's Centre.
- To perform the duties specified and other duties as required from time to time under the guidance of the Area Management Team or line manager.
- To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.

PERSON SPECIFICATION

North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.

POST TITLE:		Cleaner	
Criteria No	Attributes	Criteria	
	Relevant Experience	Essential	
		<ul style="list-style-type: none"> • Experience of cleaning to a high standard in domestic or commercial premises. 	
		Desirable	
		<ul style="list-style-type: none"> • Experience of working in a childcare setting. • Experience in cleaning role. • Experience in key holding and locking up responsibilities. • Experience in auditing standards of cleaning. • Experience in creating cleaning schedules. 	
	Education, qualifications and Training Attainments	Essential	
		<ul style="list-style-type: none"> • Willingness to undertake training. 	
		Desirable	
		<ul style="list-style-type: none"> • Health and Safety training. • COSSH Training. 	

	General and Special Knowledge /Ability	<p>Essential</p> <ul style="list-style-type: none"> • Understanding of the importance of health and hygiene when working with young children, families and other professionals. • Understanding of confidentiality. • Ability to communicate well with adults and children. • To be able to demonstrate the ability to work as part of a team. • Ability to stock take equipment and re order products. • Good time management skills. • Good organisational skills. • Awareness of equality and diversity. • Awareness of health and safety in relation to the role. • Willingness to undergo full recruitment checks including enhanced DBS disclosure. • Must be eligible to work in the UK. • Able to work occasional evenings and weekends. • Ability to travel in connection with work.
		<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of Children' Centres.