



Position: - Housekeeper

Job Title:	Housekeeper
Hours:	Full and part time – Term Time and non-term time position, including staff meetings.
Contract Type:	Permanent/Temporary
Salary:	Up to £10,000 - depending on experience and qualifications.
Responsible to:	Nursery Manager/Director

Job Description:

We are seeking for an experienced and motivational Housekeeper at our busy nursery setting. You will be required to work alongside the nursery manager and director to ensure the day-to-day management operates smoothly. To comply with the settings procedures relating to the Control of Substances Hazardous to Health (COSHH) by understanding the principals of using cleaning materials safely, cleaning up bodily spillages and taking precautions to protect yourself and others and ensure that records are up to date and available. Your role will be a key contributor to ensuring the nursery environment is welcoming, safe, clean and compliant. You will also be responsible for making sure that our high standards of cleanliness are maintained at all times. Your role as an essential team player is valued, in helping to create a warm and welcoming atmosphere for our families.

- General Main Duties and Responsibilities:**
- Comply with the company's procedures relating to the Control of Substances Hazardous to Health (COSHH). Through understanding the principals of storing and using cleaning materials safely and taking precautions to protect yourself and others and ensure that records are up to date and available.
 - Maintain and order cleaning provisions in line with the budget.
 - Report any damages, repairs required immediately to the nursery management team.
 - Follow safe working practices for children and staff to comply with the nursery safety policies.
 - Interact in a friendly manner with children, parents, staff and visitors.
 - Cleaning spillages, accidents and general dirt in a timely manner using the correct chemicals and equipment appropriately.
 - Ensure that bathroom facilities and milk kitchens are well presented and supplies are replenished on a regular basis.
 - Complete all nursery laundry tasks
 - Ensure all chemicals are secured and out of the reach of children.
 - Create a setting through general good housekeeping that is clean, welcoming, dust free and hygienic.

Housekeeper - Personal Specification:

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • GCSEs in English and Math grades A*/9 – C/4 or equivalent 	<ul style="list-style-type: none"> • 1 year minimum of working in a similar position • Safeguarding and child protection knowledge and training
Skills, Knowledge Aptitude & Experience:	<ul style="list-style-type: none"> • Ability to prepare and plan effectively • Good organisational skills • Ability to priorities and management time effectively • Ability to work as part of a team • Evidence of good managementskills • Involvement and commitment toall aspects of settings life • Commitment to personal welfareand safeguarding of children 	<ul style="list-style-type: none"> • Willingness to contribute to the whole setting development • Willingness and ability to contributeto extra-curricular activities
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance withthe Disability Discrimination Act1995 	Brings personal interests and enthusiasm to the school community
Personal Qualities:	<ul style="list-style-type: none"> • Approachable • Committed • Able to motivate self and others • Calm under pressure • Well-organised • A desire to make a difference to the lives of the children you teach • A willingness to learn and develop new skills • Reflective practitioner • Professional at all times • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively • Ability to work with as part of a team • An excellent attendance and punctuality record 	

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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