

SAPLINGS NURSERY

Housekeeper Job Description & Person Specification

To maintain a clean, sanitary, comfortable and tidy nursery environment

Main Job Tasks and Responsibilities

- sweep, mop kitchen, utility room, hall and toilet floors
- vacuum clean communal areas e.g. stairs
- empty and clean waste containers
- dispose of waste in a sanitary manner
- clean wash basins, mirrors, toilets, kettle
- keep the utility room organised and tidy
- sort, wash, load and unload laundry
- sort, fold and put away clean laundry
- operate & daily maintain mechanized equipment e.g. washing machine, tumble dryer, dishwasher
- maintain all cleaning equipment and materials in a safe and sanitary working condition
- monitor and report necessary domestic repairs and replacements
- listen and respond to staff queries and requests
- keep cleaning equipment in good working order e.g. change hoover bag (Henry), mop heads
- maintain clean storage area for equipment and supplies, including the fridges and microwave
- observe and report any maintenance issues
- assist with preparation of fruit for tea, tea, serving of lunch; clean up after meals & snacks
- monitor inventory of supplies such as paper towels, soap, toilet paper, providing list to the Owner for ordering

Physical requirements for a housekeeper job

The Housekeeper position incurs physical demand for some tasks that require certain level of fitness / ability / capability including but not limited to:

- able to lift, push, pull and carry a maximum weight of approximately 8-10kg
- able to stand for long periods of time
- able to kneel or bend
- able to squat and crouch
- able to access a confined space (understairs storage)
- able to tolerate exposure to dust and cleaning materials (eco products only used)

Competency requirements

- able to listen and follow instructions
- effective communication skills
- able to work unsupervised
- able to maintain a professional manner at all times
- display integrity and honesty
- maintain a positive demeanour towards nursery staff, children, parents and visitors
- demonstrate attention to detail and thoroughness
- able to follow and adhere to standard policies and procedures

Scope of the Position

Accountable to the Nursery Owners / House Managers for maintaining the cleanliness and tidiness of the nursery's general areas.

Wear protective clothing in accordance with COSHH and Health and Hygiene regulations and Infection Control guidelines when required

Maintain a friendly contact with parents, staff and children respecting privacy and confidentiality at all times.

In addition the post will require:

- 1) Participation in staff meeting once a term
- 2) Participation in training
- 3) Participation in quality assurance systems

All duties must be carried out to comply with:-

- a. Notification of accidents and other Health & Safety requirements
- b. Statutory legislation, in particular COSHH, Safer Food Better Business and Hygiene regulations
- c. Relevant nationally and locally agreed Codes of Good Practice specific to working with young children
- d. Fire Precautions
- e. Equal opportunity principles and anti-discriminatory attitudes

Health and Safety

To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions

PERSON SPECIFICATION

JOB TITLE

Housekeeper

CATEGORY ESSENTIAL / ADVANTAGEOUS

Education/Qualifications	No specific qualifications required
Experience of working directly with people	Experience of working unsupervised advantageous
Work within a nursery, young children or similar	Demonstrate previous experience
Ability to use own initiative	Demonstrate previous experience

Interpersonal Skills

Good communication skills, especially verbal skills	Demonstrate at Interview / Job Trial
Good listening skills	Demonstrate at Interview / Job Trial

Personal Attributes

Well-presented	Demonstrate at Interview / Job Trial
Caring, patient and approachable	Demonstrate at Interview / Job Trial
Friendly, empathetic, caring and patient	Demonstrate at Interview / Job Trial

Other Requirements or circumstances needed for the job

Post is subject to a satisfactory Enhanced DBS (child) being obtained and is an exempt position under the Rehabilitation of Offenders Act 1974. All criminal convictions must be declared on applying.