

JOB DESCRIPTION

JOB TITLE:	SETTING CLEANER
LOCATION:	ALL AREAS (NORTH, SOUTH, EAST, WEST)
RESPONSIBLE TO:	SETTING MANAGER
RESPONSIBLE FOR:	NONE

JOB PURPOSE: To clean all the rooms within the setting and to be responsible for meeting all environmental and health and safety regulations.

SAFEGUARDING REQUIREMENT:

The Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To maintain a safe, clean & healthy environment.
2. To monitor cleaning materials and inform manager of orders as appropriate.
3. To liaise with setting staff regarding health and safety requirements.
4. To contribute to and attend his/her supervision meetings.
5. To attend any conferences, training events or staff/team meetings as identified by the Setting Manager.
6. To ensure adherence to setting's code of practice on confidentiality.
7. To keep up to date with current good practice, in relation to Health and Safety and Hygiene laws.
8. To perform any other duties as deemed necessary by the Setting Manager or Deputy in her/his absence.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti- racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: child protection, health & safety and security, confidentiality and data protection, bribery and corruption, signing agreement and contracts and financial.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Alliance. You are also required to be flexible and adaptable with respect to your role

PERSON SPECIFICATION:

1. Ability to understand how to ensure that there is a clean, healthy and safe environment for the children and staff.
2. Ability to follow line management instructions.
3. Ability to liaise with other members of the setting team.
4. Ability to work as part of a team and own initiative.
5. Ability to manage own time and prioritise tasks.
6. Friendly, flexible approach.
7. Commitment to equal opportunities.
8. An awareness of COSHH and the handling, and storage of chemicals.

Desirable:

1. An understanding of Safeguarding.
2. Previous experience of cleaning an early years environment.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: