

## Job Description

**Job Title:** Cleaner  
**Reports to:** Nursery Manager, Deputy Manager and Third in Charge  
**Leadership of:** None

### Job Purpose:

The role of the Cleaner is to clean the nursery to a high standard on a daily basis, ensuring the environment is safe for the children.

### Summary of Responsibilities

#### Cleaning Duties:

- To clean, disinfect and dust sinks, basins, countertops, toilets, doors and floors
- To sweep, vacuum and mop floors daily
- Ensure hand wash basins throughout the nursery are stocked with soap and hand towels
- To empty all waste, rubbish and recyclables in the appropriate disposal area
- To update management on specific maintenance/cleaning requirements that need to be carried out, but cannot be done within your remit e.g. deep cleaning of carpets
- To ensure all paperwork is completed as and when required

#### Health & Safety:

- Complying with health and safety legislation
- Remaining aware and observant of all health and safety issues in the nursery, where possible reducing the risk of an accident occurring through preventative actions
- To be aware of and act in line with the Company risk assessments and procedures
- To be aware of the Control of Substances Hazardous to Health (COSHH)
- To ensure all cleaning products are stored safely in the designated cupboard/area at the nursery
- Carry out health and safety checks as outlined within Company Policies and Procedures
- Being aware of the outcome of risk assessments and fully implementing the specified controls
- Ensure the nursery is safe and secure prior to leaving

#### General:

- Attend, participate and support with staff meetings, open days, social/nursery events as agreed by your line manager
- Abide by Little Elms Company Values and all other policies and procedures, always maintaining a professional approach, behaviour and confidentiality at all times

### Selection Criteria

#### Knowledge, Skills & Experience

- Cleaning experience is preferred
- Understanding the importance of safeguarding and confidentiality

#### Person Specification

- Strong organisational are essential, along with the ability to manage own workload with limited supervision