**JOB DESCRIPTION**

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| **POSITION:** | Cleaner | | | |
| **DEPARTMENT:** | Little Learners Nursery | | | |
| **LOCATION:** | Various – depending on nursery | | | |
| **WORK CAPACITY:** | Flexible – depending on nursery | | | |
| **MAIN JOB SUMMARY:** | | | | |
| To provide an efficient and effective cleaning service for the LifeLine Learners Nursery ensuring a high standard of cleaning is delivered and maintained, to meet the expectations of the Nursery. | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES:** | | | | |
| **Daily Duties:**     1. Clean and disinfect sinks, countertops, toilets, mirrors and floors. Replenish bathroom supplies. 2. Wipe walls and other fixtures and fittings. 3. Sweep and vacuum the floors throughout the Nursery. 4. Wash floors in laundry, kitchen, and nursery (where applicable). 5. Wipe around surface in kitchen (depending on nursery requirements). 6. Tidy and dust the nursery rooms, office, staff room and general reception area. 7. Empty and clean all rubbish bins and take the rubbish to the designated disposal area. 8. Damp dust where appropriate. 9. Lock or unlock the building securely. 10. Undertake any other duties as may be required from time to time.   **Monthly Duties:**   1. Keep a check on cleaning materials and re-order via the Manager. 2. Clean rugs, carpets and upholstered furniture. 3. Wash walls and woodwork. 4. Wash windows internally, doors, partitions, sills, etc. 5. Clean and dust all radiators within the setting.   **At all times:**  Comply fully with health and safety policies and procedures as required, including those relating to COVID-19 and other health and safety requirements e.g. the use of cleaning chemicals, reporting of accidents and wearing of PPE where necessary.  Please note the above-mentioned duties are not exhaustive and the post holder may be required by management to carry reasonable duties in line with the role.  The post holder will be consulted by LifeLine on any material compulsory changes to the Job Description. | | | | |
| **POSITION WITHIN THE ORGANISATION:** | | | | |
| **LINE MANAGER:**  **REPORTS TO:**  **POSITION:** | | | Cleaner  Nursery Manager  Nursery Manager | |
| **STAKEHOLDER RELATIONSHIPS:** | | | | |
| **INTERNAL:** | | **EXTERNAL:** | | **TEAM:** |
| All Standard Stakeholders | | All Standard Stakeholders | | All Standard Stakeholders |

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| **QUALIFICATIONS AND COMPETENCY REQUIREMENT:** | |
| **QUALIFICATIONS:** | **COMPETENCIES:** |
|  | **Skills and Abilities – Essential**   * Product knowledge of various cleaning materials * Knowledge of health and safety requirements * Experience of general cleaning * Ability to work effectively unsupervised, on own initiative * Good organisational skills * Good personal standards of hygiene / cleanliness * Awareness of confidentiality   **Skills and Abilities – Desirable**   * Previous experience of cleaning within an office / nursery setting   **Additionally**   * Must be eligible to work in the UK * Full Enhanced DBS. |

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| **REMUNERATION AND BENEFITS PACKAGE** | | | | | | |
| **BASIC SALARY:** | **YEARLY:**  £4940.00 to £6240.00 | | **MONTHLY:**  £411.66 to £520.00 | **WEEKLY:**  £95.00 to £120 | **DAILY:**  £19.00 to £24.00 | **HOURLY:**  £9.50 to £12.00 |
| **BONUS SCHEME:** | | None | | | | |
| **BENEFITS:** | | Pension: 3% employer contribution; 5% employee contribution. | | | | |
| **HOLIDAY ENTITLEMENT:** | | 25 days holiday. All staff are required to retain 3 days annual leave to take between Christmas and New Year. | | | | |