



Welcoming | Involving | Evolving

Oxhey Early Years Centre

JOB TITLE: **CLEANER**
(5pm-7pm Monday to Friday)
All year round + 28 days holiday including Bank Holidays

LOCATION: Oxhey Early Years Centre, Eastbury Road, Oxhey, Watford WD19 4RL

SALARY RANGE: HB

PURPOSE OF THE JOB

- Supporting the Cleaning Team to provide efficient and effective cleaning, across the Centre and grounds at all times.
- To provide a clean, healthy and safe environment for all users of the Centre building and grounds.

ACCOUNTABILITY

- Responsible to the Governors, Head of Centre, Senior Leadership Team, Business Manager, Cleaner in Charge and Caretaker.
- Direct line manager is the Cleaner in Charge who is line managed by the Caretaker.
- Adherence to all Centre policies and procedures including Health & Safety, Confidentiality and Safeguarding.

CLEANING - Keeping the Centre well presented

Cleaning of designated areas to ensure they are kept in a hygienic condition including:

- Vacuuming, sweeping and cleaning floors including the use of powered equipment
- Dusting and polishing furniture and other surfaces
- Cleaning walls and other paintwork, tiling and mirrors
- Emptying and cleaning waste bins
- Cleaning toilets, sinks and basins

**Designated areas can be all rooms, offices, toilets, resources rooms, storage rooms, reception areas and corridors.*

- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
- Reporting and advising the Cleaner in Charge of any faults to the building, fixtures and fittings which may require specialist attention and reporting in the H&S log book.
- Following the work schedule co-ordinated by the Cleaner in Charge and Caretaker.
- Following Health & Safety guidelines provided.
- Advising the Cleaner in Charge of any cleaning resources requiring replenishing.
- To be aware of Health & Safety and COSHH regulations.

Knowledge, experience and training:

- No specific qualifications required.
- Basic understanding of health & safety procedures
- Commitment to the role

Physical Effort:

- Continuous lifting of classroom and other furniture.
- Pushing heavy cleaning equipment.
- Bending and stretching to move furniture and other articles around.
- Approx. 90% to 100% of the time

Working Environment:

Some exposure to strong cleaning materials.

Additional information:

New appointments are subject to a six month probationary period. The standard of your work will be monitored by the Cleaner in Charge and Caretaker. Please raise any problems as they arise with the Line Manager (Cleaner in Charge).

Health & Safety Guidelines:

- Use hazard signs when vacuuming washing floor
- Replace plug socket covers immediately when finished using electrical equipment; ensure sockets are always normally covered
- Be vigilant – all staff are responsible for Risk Assessing the Centre and their areas of work; notify the Cleaner in Charge/Caretaker or Head if you have identified a hazard you cannot remedy immediately.
- COSHH Assessment is displayed in cleaning materials cupboard.
- Never mix chemicals. Always refer to Cleaner in Charge.
- When handling chemicals wear rubber gloves.
- Normal cleaning is kept to a maximum height of 3 metres. Do not stand on any items of furniture.
- When using steps: ensure risk assessed prior to use - do not use alone.
- When in doubt please ask your Line Manager/The Caretaker.

JOB CONTEXT

The Premises team: The Caretaker, Cleaner in Charge and Cleaners. The Premises team make a critical contribution to the Centre's efficient and safe running.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.