Boundstone Nursery School

Job Description-Premises Assistant/Cleaner

Grade: 4 Monday to Friday 3.30pm-6.30pm
Term time only plus 2 weeks (40 weeks per year)

Accountable to: Premises Manager/School Business Manager/Head of School

Responsible for: Supervising the work of cleaning staff across the school and undertake cleaning duties as required, ensuring high standards of cleanliness are consistently maintained.
To support the Premises Manager with day-to-day maintenance tasks and general site upkeep as required.

Purpose

To ensure the cleaning duties are maintained to a high standard and support the Premises Manager.

Key Responsibilities/Main Tasks

Key Duties:

- Undertake cleaning of allocated areas in line with specified standards.
- Operate/oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training.
- Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to the Premises Manager
- Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to senior staff immediately.
- Providing assistance and support for the Premises Manager daily and supporting the Premises team in his absence.
- Undertake maintenance tasks with the Premises Manager ensuring the buildings are maintained to a safe and appropriate standard.
- Collect and dispose of waste.
- Refill and replace soap, towels and other materials.
- Adhere to policies and procedures of Boundstone Nursery School
- Attend and contribute to relevant meetings and in service training as required.
- Undertake other duties appropriate to the post required to ensure the smooth and efficient running of the school

Knowledge, skills and experience

- Knowledge/skills equivalent to current national qualifications level 2. **Knowledge**
- Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, supervision of cleaning staff, ordering supplies and repairs. ***Experience and Knowledge***
- Good communication and interpersonal skills ***Key Skill***
- Ability to work as part of a team, building positive working relationships. ***Key Skill***
- Flexible approach to team roles and supporting change. ***Key Skill***
- Ability to always work appropriately and maintain discretion, when dealing with information that may be of a personal, confidential or sensitive nature. ***Key Skill***

- Willingness to work flexibly, including extra hours.
- To be reliable and punctual.

Competencies

- Teamwork - Works as part of a team to deliver a service to others.
- Supports equality and diversity and respects customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin.
- Initiative- Following basic procedures with clear instruction only being required to make minor decisions
- To work within the Nursery School's Safeguarding Procedures and Policies.
- Willingness to undertake training and a commitment to personal and professional development