

## HORSHAM NURSERY SCHOOL

### Cleaner - Job description

The main purpose of the job is to deliver and maintain a safe and clean environment.

The key role would be to maintain the cleanliness of the Nursery School and Family Centre to a very high standard, ensuring the cleanliness and tidiness of all areas and where appropriate, ensuring their readiness for teaching.

Duties will include:

- The vacuuming of rooms and corridors and emptying all waste bins
- Cleaning the glass and mirrors
- Dusting the cobwebs
- Sweeping and mopping floor surfaces
- Using rotary cleaning/buffing equipment
- Using carpet cleaning equipment
- Cleaning the bathrooms and toilets
- Cleaning children's tables
- Cleaning Offices
- Report anything in need of repair or replacement to the Premises Manager
- Report any incident or accident to the Premises Manager
- The post holder has a responsibility for ensuring safety in the workplace ensuring compliance with all instructions relating to the use and storage of materials/equipment necessary for the performance of his/her tasks. Be familiar with the required care standards regulations governing this job
- Maintain polite and good communication with all staff and understand the need for confidentiality in all matters relating to the Nursery
- Be prepared to receive and undertake further training as required by the Premises Manager
- Act as a key holder.
- To undertake other duties and responsibilities as may be reasonably required within the level of the post

The post holder maybe required to work additional hours e.g. to cover holidays. This will be negotiated in advance with the agreement of both parties