



Apple Tree Day Nursery



Nursery Cleaner

Job title: Nursery Cleaner

Domestic Duties

- To clean, dust and disinfect sinks, basins, countertops, toilets, mirrors, windows, doors and floors.
- To clean chairs monthly.
- To sweep, mop and vacuum floors daily.
- Ensure hand wash basins throughout the nursery are stocked with soap and paper towels.
- To empty all waste, rubbish and recyclables in the appropriate disposal area.

Health & Safety

- To be aware of and act within the guidelines of Apple Tree Day Nurseries risk assessments/procedures.
- To carry out risk assessments where appropriate in conjunction with your Line Manager.
- To be aware of Control of Substances Hazardous to Health (COSHH).
- To ensure all cleaning products are stored safely in the designated cupboard at the nursery.
- To ensure the nursery is left in a safe and secure way at the end of your shift, ensuring all hazards have been removed and doors secured.
- Adhere to the Company's Lone Working Policy.

Colleagues

- To work as a team with other staff members.
- To update the management team with any specific maintenance/cleaning requirements that need to be carried out, but cannot be done within your remit e.g. cleaning of carpets.
- To ensure a full handover is given as required to appropriate cover before commencing Annual Leave.

Administration

- To ensure all paperwork is completed correctly as and when required.

General

- Attend, participate and support where staff briefings, conferences, meetings, open weeks, social/nursery events as agreed with your Line Manager.
- Updating of job knowledge through access to Company and local training, showing a commitment to continual professional development.
- Abide by the Apple Tree Day Nurseries Code of Conduct and all other Policies and Procedures always, maintaining a professional approach, behaviour and confidentiality at all times.
- Act as a representative of your nursery and the Company, promoting a professional image always.
- To have awareness of any legislation relating to your role.
- Show a willingness to undertake additional roles to meet the needs of the nursery, children and colleagues.
- Any other duties as required by the Nursery Manager or Deputy Nursery Manager within the scope and spirit of the role.