

FIRST STEPS (BATH)

Cleaner

Support Grade, Spinal Point 14

Job purpose

To provide a cleaning service to First Steps (Bath).

Job Description – main duties

- Cleaning all areas of the Centre (or other sites by prior agreement) in accordance with an agreed cleaning schedule, ensuring that the environment is clean, hygienic, and safe for young children and staff every day.
- Ensuring that all cleaning materials used are appropriate for a child care environment and are securely stored.
- Removing all rubbish and materials for recycling to appropriate outside bins

Reporting to: Children's Services Manager

Based at: First Steps community nursery or specialist early years' service.

Person specification

Experience:

- Experience of working in a building used by the public and providing a customer-focussed and confidential service.

Qualifications

- Basic literacy and numeracy

Skills

- Competence in the full range of internal cleaning tasks
- Ability to organise and prioritise work.

Special requirements

- In good physical health, able to move small furniture and equipment in order to complete cleaning tasks
- Able to observe strict confidentiality in relation to any matters relating to First Steps' business and service to children and families.
- Honest/ trustworthy and able to take responsibility for locking/ unlocking of sites, setting of security alarms and applying any other security arrangements.
- Flexible and locally based - able to work in the evenings and at weekends.
- Enhanced disclosure and barring check required.

Reviewed May 2023