**Job Description**

**POST**: Hub Cleaner

**RESPONSIBLE TO:** Senior Manager

**KEY RELATIONSHIPS:** Other staff and volunteers, service users

**LOCATION:** Mulberry Bush Pre-school, South Coulsdon

**WORKING PATTERN:** 15-20 hours per week is average and extra casual hours, as agreed in advance with Senior Manager

**JOB PURPOSE:** To clean the preschool buildings to an acceptable standard for the benefit of young people and staff. Follow all health & safety guidance to ensure compliance.

**DISCLOSURE LEVEL:** Enhanced

**Organizational Context:**

Oasis Mulberry Bush Pre-School is an Ofsted rated Outstanding pre-school in South Coulsdon, serving local families and providing exceptional care for children aged 2 - 4. The quality of service is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. The cleaner is an integral part of the team, ensuring a clean safe environment for children and staff.

 **RESPONSIBILITIES:**

* Clean stock and supply facilities with toilet paper, t-towels and cloths
* Cary out general tidying tasks
* Carry out cleaning tasks such as mopping, hoovering, dusting and cleaning bathrooms
* Follow health and safety regulations
* Following specific guidance to ensure compliance in terms of cleaning during periods of pandemics.
* Ensuring safe storage of cleaning materials and products.

**Safeguarding children and young people**

* OCP is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
* The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Person Specification: PRE-SCHOOL CLEANER**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * Health and safety training
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| **Experience, Skills & Knowledge** | * Proven working experience as a cleaner
* Ability to use steam mop and hoover
* Knowledge of cleaning chemicals and supplies
* Familiarity with health and safety regulations
 | * Experience in a community setting/the third sector.
* Experience of managing budgets.
* Experience of working with volunteers.
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| **Personal Qualities** | * Friendly easy going and able to cope in chaos
* Reliable and honest
* Punctual
* Able to complete tasks
* Flexibility
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