

HOPSCOTCH

Children's Nurseries

JOB DESCRIPTION – BANK WORKER NURSERY HOUSEKEEPER

Hours:	Variable and only as and when required by the company by mutual consent
Salary:	£9.45 per hour (£8.43 plus holiday pay) £10.06 per hour (£8.98 plus holiday pay) 23 years+
Notice period:	One week

This post is subject to a Disclosure and Barring Service check at Enhanced level.

Requirements

At least two satisfactory references.

To communicate and read clearly and accurately in spoken and written Standard English.

Main Duties

To implement and promote all Hopscotch Policies and the Staff Rules.

To ensure their safety and welfare of the children at all times.

To be responsible for maintaining the highest level of hygiene and cleanliness throughout the nursery premises. This is achieved by:

- ensuring the daily thorough cleaning of all nursery rooms including floor coverings, walls and paintwork, windows etc
- ensuring the daily thorough cleaning of all nursery furniture and equipment
- ensuring the daily thorough cleaning of nursery kitchens including equipment such as microwaves, fridges and kitchen cupboards etc
- ensuring the daily thorough cleaning of child and staff toilet areas
- ensuring the daily thorough cleaning of other nursery areas including corridors, hallways, cloakrooms and all other areas of the nursery.
- maintaining sufficient supplies of domestic consumables eg. paper towels, toilet rolls, liquid soap, cleaning materials etc

To carry out physical duties required during housekeeping including moving and handling operations.

Other reasonable duties may be required dependent upon confirmation of hours worked. For example, laundry duties, snack and lunch preparation, etc.

To ensure all Health and Safety procedures are adhered to including working with hazardous substances and exposure to noise and/or vibration.

To work as part of a team and contribute positively to that staff team.

To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.

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To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious, and at all times promote good practice.

To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of Hopscotch.

To cover any other reasonable responsibilities as appropriate, at the request of the Nursery Manager or Senior Staff.