



Nursery House Keeper
10 hrs / week, 52 weeks / year
Minimum Wage

WHERE CHILDREN REACH THE STARS

Purpose of the role

The purpose of the Nursery Housekeeper role is to maintain a clean, safe, hygienic, and welcoming environment for children, staff, and visitors, supporting the nursery's daily operations and promoting the health and wellbeing of everyone within the setting.

Accountable to

Nursery Manager and Deputy Manager.

Main Duties & Responsibilities

To promote a clean and hygienic environment for both children and staff.

To work as part of a team, where necessary and contribute to the high standards at Casterton Nursery.

To promote an atmosphere of professionalism at all time

To be aware of the Health and Safety Policy of the Nursery and College and to follow them at all times.

To assist with the security and maintenance of the building and equipment within the buildings.

To keep the Nursery and Preschool clean and tidy

To mop and Hoover floors.

To clean and tidy the Nursery and Preschool kitchen

To clean and tidy the Nursery and Preschool staffroom

To give the Nursery and Preschool a deep clean once a year

To carry out any other reasonable responsibilities and duties as required by Management.

To be respectful towards other staff members and show professionalism at all times.

How to apply

Only applications received on the application form will be considered, along with a letter of application no longer than 2 sides of A4 and emailed to wardj@castertoncollege.com



Person Specification			
Attributes	Criteria	How Identified	Rank
Education and Training	1. Basic literacy and numeracy skills	A & I	Essential
	2. Understanding of the importance of hygiene and cleanliness in a nursery environment	A & I	Essential
	3. Health and Safety or COSHH awareness training	A & I	Desirable
Relevant Experience	1. Experience of carrying out cleaning duties in a professional environment.	A & I	Essential
	2. Experience of using cleaning equipment and materials safely.	A & I	Essential
	3. Experience of cleaning within a nursery, school, healthcare, or childcare setting.	A & I	Desirable
General and Specialist Knowledge	1. Knowledge of cleaning methods, products, and equipment.	A & I	Essential
	2. Understanding of health and safety requirements in the workplace.	A & I	Essential
	3. Awareness of infection control and hygiene standards.	A & I	Essential
	4. Knowledge of safeguarding principles and the importance of maintaining a safe environment for children.	A & I	Desirable
Skills and Abilities	1. Ability to work independently and manage time effectively.	A & I	Essential
	2. Ability to follow cleaning schedules and instructions.	A & I	Essential
	3. Good attention to detail.	I	Essential
	4. Ability to maintain high standards of cleanliness and presentation.	I	Essential
	5. Reliable and punctual.	A & I	Essential
	6. Ability to communicate effectively with colleagues and management.	A & I	Essential
	7. Ability to identify maintenance or health and safety issues and report them appropriately.	A & I	Desirable
Any Additional Factors	1. Willingness to undergo an enhanced DBS check where required.	A & I	Essential
	2. Commitment to safeguarding and promoting the welfare of children.	A & I	Essential
	3. Ability to work outside of nursery operating hours if required.	A & I	Essential
	4. Flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key:

A = Application

I = Interview

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances of the setting. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the Nursery and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community. Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service. Casterton Nursery is an equal opportunities employer



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