

Job description – Cleaner

Harlequin is committed to placing the best interests of children’s welfare, care and development at the centre of all staffing matters. This is reflected in our Ofsted inspection judgements.

The Cleaner is to be responsible to the Setting Manager. The Cleaner is responsible for daily cleaning of the setting including, toilets, playrooms, office, kitchen, outside spaces, cooking equipment, and so on. Daily cleaning tasks are laid out in a cleaning schedule.

Job activities

Daily cleaning activities to include:

1. Cleaning of areas specified in the cleaning schedule.
2. Ensuring a safe working environment for self and other users of the building while cleaning in progress.
3. Maintaining stock of cleaning materials and informing the setting manager in advance when more is required.
4. Updating the cleaning rota to indicate cleaning tasks completed. Informing the setting manager if any due items on the cleaning schedule are not complete.
5. Any cleaning activity requested by the setting manager from time to time.

Employment conditions

To work safely and in accordance with agreed policies. This includes:

6. Full compliance with the Harlequin confidentiality policy.
7. A basic awareness of child safeguarding procedures.

8. Being ready for duties at the specified start time of your shift.
9. Informing the MD by telephone as soon as possible if unable to attend, in accordance with the staff handbook.
10. Information submitted on an employee’s application form shall form part of their contract.

Person specification

Essential

- Enthusiasm to work within a busy environment.
- Ability to work to reasonable deadlines.
- Common sense and the ability to use initiative.
- High standards of cleanliness and an eye for detail when cleaning.
- Enhanced DBS check (this can be done in post if not already obtained) and sign up to update service.

Desirable

- Previous experience working as a cleaner in a childcare or educational establishment.

Signed on behalf of the Club



Date Reviewed: 23 February 2020

Date for next review: 23 February 2022

