

The background of the cover is a dark, abstract geometric pattern composed of various shades of grey and black triangles and polygons.

# **Job Information Pack**

## **EARLY YEARS CLEANER**

## Our values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title:** EARLY YEARS CLEANER

**Location:** THE OLD POTTING SHED NURSERY, BLAGDON

### **Background**

This is a new post to provide a comprehensive cleaning function to our Early Years setting situated within the grounds of Coombe Lodge estate in Blagdon. The setting consists of two buildings, the stables and the potting shed. The candidate will undertake duties that ensure high levels of cleanliness and a welcoming environment are maintained.

### **Purpose**

The postholder will ensure that high standards of cleanliness and tidiness are achieved within the setting as required.

### **Responsible for:**

Cleaning standards for The Old Potting Shed Nursery and the management of related stock levels.

Delivering a deep cleaning schedule for the Old Potting Shed Nursery site.

Contribute to the safety and comfort of children and staff and ensure daily cleaning and tidying of Playrooms, kitchens, sleep rooms bathrooms and corridor/ welcome areas.

To provide a polite and courteous service to all visitors of The Old Potting Shed Nursery.

## **Main Responsibilities**

### **Customer Focus**

- To work consistently to deliver a superior standard of cleaning to staff and beneficiaries who work at and attend the settings. Creating a cleaning rota of tasks that require completing on a daily, weekly and less frequent basis.
- Ensure areas of the setting are presented to the highest possible standard of cleanliness and tidiness in a timely fashion and in accordance with requirements of the setting manager in order to maximise the appeal of the facilities to all potential customers.
- To work with the setting manager to respond to customer feedback, to continually improve standards.
- To identify and report maintenance required in your areas of responsibility.
- To plan and deliver an on-going schedule of deep cleans.
- To control and monitor cleaning supplies and liaise with manager to ensure sufficient stocks are maintained to fulfil on-going cleaning requirements.

### **Controlling the Environment**

- To ensure the setting operates effectively and consistently, whilst ensuring company standards are met and delivered consistently with attention to detail.
- To ensure safe storage, use and monitoring of all cleaning supplies in line with COSHH regulations.
- To comply with your responsibilities under the Regulatory Reform (Fire Safety) Order 2005 as detailed in the QMH Fire Safety Management System.
- To strictly comply with statutory and company requirements for Health and Safety, Food Safety, Risk Assessment, and Equalities practice.
- To ensure the setting operates in a way that reduces the risk of illness and infection by maintaining high standards of cleanliness in accordance with PHE (Public Health England) guidance.

### **Health and Safety**

- In carrying out this role you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do,

or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people who use our services and the reporting of Health and Safety concerns to management of the setting.

- This duty also includes checking that any person entering YMCA Dulverton Group property has a right to do so and their visit is recorded in accordance with YMCA Dulverton Group procedures.

## **General**

- To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
- Work across the organisation to build a learning culture and positive working environment.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.
- To undertake such other duties and responsibilities reasonably consistent with the role of Early Years cleaner.
- To undertake training as required online and face to face.

YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

## **Person Specification**

### **Qualifications and Experience**

Relevant experience in a domestic role, desired.

### **Knowledge, Skills, Abilities**

- Experience of working in a customer focused environment.
- Experience of working in a domestic role.
- Experience of undertaking risk assessments/health and safety checks.
- The ability to support, train and motivate apprentices.
- Organisation and thoroughness: undertaking tasks in minimum length of time whilst driving standards.
- High standards of cleanliness and hygiene.
- Ability to organise and plan own workload and that of others where required.
- Good physical resilience.
- Sensibility to beneficiaries and good interpersonal skills.
- Excellent listening skills and verbal/written communication.
- Able to work on own initiative and as part of a team.

### **Personal Qualities**

- A belief in the value and potential of children and young people as individuals and as a group.
- Motivated and committed to continuous professional development.
- Creative approach to problem solving, exploring ideas and opportunities and a solution focused approach.
- Professional and diplomatic approach.
- An ability to work under pressure and remain calm in challenging situations.
- Genuine enthusiasm and empathy for the work of the organisation and the individuals we work with.
- Commitment to YMCA Dulverton Group's Values.
- Self-motivated with ability to manage own workload and work with minimal supervision.
- Team player, with ability to build relationships with a wide variety of stakeholders.
- Ability to prioritise and manage conflicting demands.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Take pride and ownership of own area of work.
- Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency.
- Is adaptable to change/embraces and welcomes change.

### **Other requirements**

- YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.
- This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.
- This candidate must be committed to equality and diversity in the workplace.
- Ability to work evenings/ early mornings and weekends as required.

## **Main Terms of Employment**

<b>Salary:</b>	£9,549.44 per annum.
<b>Location:</b>	The Old Potting Shed Nursery, Coombe Lodge, Blagdon, BS40 7RE.
<b>Hours:</b>	15 hours per week. May require additional hours for deep clean periodically but this can be discussed and agreed in advance.
<b>Flexible working:</b>	We provide flexible working arrangements to support team productivity and stability.
<b>Holidays:</b>	5.6 weeks, plus bank holidays.
<b>Pension:</b>	On completion of a six-month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.
<b>Benefits:</b>	Health and wellbeing of our staff is important to us. We offer a range of benefits including a Health Cash Plan, Employee Assistance, discounted child care, free night's stay in one of our hotels per year.