

# JOB DESCRIPTION



**SU PURPOSE:** To represent, support and enhance the lives of University of Sheffield students.

**DEPARTMENT:** Nursery

**JOB TITLE:** Cleaner

**REPORTING TO:** Nursery Manager

**DIRECT REPORTS:** None

**PURPOSE OF ROLE:** To clean the Nursery to the required standards as instructed.

- IN PARTICULAR:**
1. Cleaning duties within the Students' Union Nursery
  2. Comply with health and safety and other relevant legislation
  3. Professional relationships and conduct

	MAIN RESPONSIBILITIES	KEY RESULT AREAS
1.	Cleaning duties within the Students' Union Nursery	
a	To undertake cleaning duties in any area of the Students' Union Nursery as required to the specified standard. To clean in the nursery to protect children's health and wellbeing including infection control and everyone's health & Safety.	<ul style="list-style-type: none"> <li>Areas of Student Union nursery where cleaning staff will be required to work are: office, corridors, stairs, staff room &amp; children's group rooms, toilets as well as outside round the building if necessary</li> <li>Cleaning duties include: sweeping, mopping, cleaning toilets, moving furniture, empty bins, dispose of general waste and recycling waste, dealing with bodily fluids, dusting, wiping, vacuuming, and cleaning rugs and carpets (machine available) Health &amp; Safety procedures are followed</li> </ul>
b	Emptying of bins / safe removal of general waste & recycling waste.	<ul style="list-style-type: none"> <li>Waste is disposed of in line with the SU's environmental policy</li> <li>Bins are rinsed/cleaned regularly</li> </ul>
c	Manage stock levels and replenish soap, tissue and paper towel dispensers as required, requesting any reordering as necessary.	<ul style="list-style-type: none"> <li>Good hygiene upheld across the nursery.</li> </ul>
2.	Comply with health and safety and other legislation	
d	Safe movement of furniture to enable efficient cleaning of each area.	<ul style="list-style-type: none"> <li>Furniture is moved in line with manual handling training</li> <li>Cleaning in all areas meets the same high standard</li> </ul>
e	To use any cleaning equipment / machinery as required, such as carpet cleaner and vacuum cleaners.	<ul style="list-style-type: none"> <li>Equipment is utilised in the manner specified in staff training</li> </ul>

f	Report issues relating to Health & Safety or general maintenance identified during the course of the job, such as broken toilets, trip hazards, & faulty sockets.	<ul style="list-style-type: none"> <li>Issues are identified &amp; reported promptly</li> </ul>
g	Awareness of safeguarding children and the information we hold about them.	<ul style="list-style-type: none"> <li>All documents are kept secure on the premises and information remains confidential</li> </ul>
3.	Professional relationships and conduct	
h	Responsible for locking up the Nursery at the end of shift, with radio support from Security.	<ul style="list-style-type: none"> <li>Nursery is safe and secure at the end of each shift.</li> </ul>
i	Contribute to the positive image of the Nursery with families, other stakeholders and staff.	<ul style="list-style-type: none"> <li>High satisfaction responses to surveys, NPS, awards etc.</li> </ul>
j	Be approachable and interact positively with the children and families at nursery, when the opportunity arises.	<ul style="list-style-type: none"> <li>Nursery children and families know the whole staff team.</li> </ul>
k	Work with colleagues to ensure a full effective service is provided at all times; provide cover as necessary.	<ul style="list-style-type: none"> <li>Maximum availability of services.</li> <li>Embrace the culture of SSU and its values.</li> </ul>
l	Ensure personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.	<ul style="list-style-type: none"> <li>Evidence of attending or accessing training etc.</li> <li>Embrace change and development in a positive manner.</li> </ul>
m	Is committed to promoting equality, diversity and inclusion, health and safety and sustainability issues.	<ul style="list-style-type: none"> <li>Evidence of embracing these areas in a positive manner.</li> </ul>
n	Such other duties may be reasonably prescribed by SSU or Nursery, appropriate to the grade and responsibilities of this post.	<ul style="list-style-type: none"> <li>Embrace all opportunities in a positive manner.</li> <li>Willing to use new methods and approaches.</li> <li>Enthusiastic towards changing circumstances.</li> <li>Staff behaviours are demonstrated.</li> </ul>

**SU Staff Behaviours:** The following behaviours have been developed in line with our organisational strategy for staff to aspire to, and be measured against, as part of their annual performance review and ongoing development:

- Delivers service excellence
- Communicates effectively and works as a collaborative team
- Builds strong working relationships
- Demonstrates social responsibility, recognises ethical and environmental working and complies with legal requirements
- Creates and maintains a 'can do' culture
- Demonstrates financial awareness and optimises the use of resources
- Demonstrates creativity and innovation
- Demonstrates effective decision-making and problem-solving

**KEY:** A = Application Form; I = Interview; R = References; E = Essential; D = Desirable

	CRITERIA	E / D	Assessed Via
<b>Personal Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to work individually and as part of a team</li> <li>• Ability to work without supervision as the role will involve lone working out of hours</li> <li>• Ability to use own initiative</li> <li>• Ability to work to deadlines</li> <li>• Ability to work under pressure</li> </ul>	E E E E E	A, I & R A, I & R A, I & R I, R I & R
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Previous experience using specialist cleaning equipment</li> <li>• Previous experience working in nurseries / schools</li> </ul>	D D D	A, I & R A, I & R A & I
<b>Attitude:</b>	<ul style="list-style-type: none"> <li>• Commitment to working in line with our Staff Behaviours</li> <li>• Polite and courteous</li> <li>• Honest and trustworthy</li> <li>• Punctual and reliable</li> <li>• Flexible</li> </ul>	E E E E D	I I R I & R I
<b>Qualifications / Training:</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training</li> <li>• Trained in cleaning practices (BICS or equivalent)</li> <li>• Health and Safety training</li> <li>• Manual Handling training</li> <li>• First Aid training</li> </ul>	E D D D D	I A, I & R A, I & R A, I & R A, I & R
<b>Additional requirements:</b>	<ul style="list-style-type: none"> <li>• A uniform can be provided, alternatively appropriate clothing and footwear must be worn.</li> <li>• Commitment to treat information about the children and families confidentially and complete GDPR online training</li> <li>• Ability to work early morning or evening shifts</li> <li>• Willing to obtain a clear DBS check</li> </ul>	E E E E	I A, I & R I & R I