Rocking Horse Nursery
Saint Nicholas School
Old Harlow Essex

ROCKING HORSE NURSERY HOUSEKEEPER

CORE PURPOSE

To facilitate the effective running of the nursery, providing support and assistance to the nursery staff and ensuring that our lovely nursery is presented to a high standard at all times. To maintain cleanliness and comply with Health and Safety, keep everything in its rightful place, fresh and clean, ready to amplify the children's learning journey. Assist with snack and mealtimes and take pride in ensuring the nursery is a welcoming and organised environment.

KEY RESPONSIBILITIES

Cleanliness

- Ensure the nursery kitchen, staff kitchen and staff room are clean and tidy at all times, ensuring surfaces are clean, floors are clear, and items tidied away in the correct places.
- Maintain a high standard of cleanliness and hygiene of the children's bathroom and nappy change areas throughout the day
- Regularly check kitchen, toilets and nappy areas for cleanliness and tidying
- Empty bins regularly
- Carry out daily laundry duties as required and ensure clean laundry is dried, folded and correctly stored ready for use

Daily duties

- Preparation of snacks AM and PM
- Serving of lunch meal
- Preparation/ serving of tea
- Loading and emptying dishwashers
- Keeping areas tidy and putting items away correctly
- Replenishing of stock and informing nursery management of low items e.g. gloves, nappies
- Milk rotation

Other responsibilities

- Maintaining confidentiality at all times and modelling professional behaviour. Be aware of and respect personal information relating to the children
- Be prepared to help where necessary e.g. children's garden checks and cleaning or toys/ equipment
- Working as part of a team with your colleagues supporting other staff and sharing information as appropriate
- Using your initiative and working in a flexible manner offering assistance where it is needed to help all areas of the nursery to run safely and smoothly
- Respecting senior staff and management decisions at all times, voicing your opinions in an appropriate fashion
- Ensuring that all visitors are welcomed and supported

Child welfare

- Ensuring that confidentiality is maintained at all times and that all information on the child and family is dealt with and stored in a confidential manner, always seeking direction as appropriate
- Ensuring that all child protection procedures are followed at all times and concerns are reported to your senior immediately
- Ensuring that all health and safety concerns are reported to the member of staff responsible for health and safety

Professional duties

To undertake any other duties deemed necessary that could impact on the working environment and the care of the children.

- Undertaking other duties as deemed necessary by the management team and working across the whole nursery as required

- Attending relevant training as necessary and striving to develop your role
- Striving to maintain the high profile of the nursery at all times and ensuring that our mission of "Providing children with the very best start to help build young lives" is achieved

Professional development and appraisal
- Taking responsibility for your own professional development
- Undertaking professional duties that may be reasonably assigned by nursery management e.g. training courses
- Taking part in regular appraisals, observations and supervisions.
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PERSONAL SPECIFICATION

Attributes
- Strong interest in the development and welfare of children
- Friendly and approachable manner
- Good communication skills
- Can do attitude
- Ability to use own initiative

Qualifications
- a Food Hygiene level 2 (we can provide)
- an allergy and awareness course (we can provide)
- Paediatric First Aid (we can provide)

Please note that the list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and as a term of your employment you may be required to undertake various other duties as reasonably required.