



Working at Coin Street

Job pack

Coin Street 

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

Our commercial activity/income generating activity ranges from hosting conferences and events in our purpose built centre. to supporting London's top creative talent through our designer maker studios at Oxo Tower Wharf and/or shops/studios in Gabriel's Wharf.

This work is a central part/pillar of our efforts to support our neighbours and community to thrive.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



JOB DESCRIPTION

ROLE:	HOUSEKEEPER
Reports to:	Senior Operations Manager
Contract details:	20 hours per week (p/t), permanent Monday – Friday, 10:00am – 2:00pm
Salary range:	£12,667 per annum (£12.18 per hour)

ROLE SUMMARY

The housekeeper will ensure that the cleanliness of the Family and Children's Centre is maintained to a high standard. Key duties include washing, washing up, sanitising, carpet cleaning, and sweeping as appropriate.

TEAM OVERVIEW

Our Coin Street Nursery and Children's Centre offers families and children high quality and affordable programmes, providing integrated childcare and early years' education. We are an Ofsted registered day nursery catering for up to 59 children daily from 3 months to 5 years of age.

We have created a nursery that we are very proud of and which is currently rated Good by Ofsted. The nursery operates 50 weeks per year, from 8am to 6pm, providing health meals prepared by our onsite chef.

KEY ACCOUNTABILITIES

1. Work closely with the Coin Street FCC managers to devise and implement cleaning routines as required, to provide the healthiest learning environment for babies, children, adults, and staff.
2. Support sufficient lunch time routines by setting up and clearing of lunch area, supporting the chef and managers to enable speedy turnaround between eating and play activities.
3. Clear and clean tables and floor after lunch.
4. Wash up daily.
5. Take over responsibility for laundry – collection, washing, drying and re-distribution – to ensure fresh bedding and other items are always available for babies and children.
6. Routinely wash and disinfect cots and sleeping mats, toys and equipment across the nursery to ensure high hygiene standards for all babies and toddlers.
7. Check and store weekly shopping order according to instruction.
8. Support the chef in nursery kitchen.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things - as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity.*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. Sound literacy and numeracy skills.
2. Housekeeping/cleaning experience in a business or domestic setting (essential)
3. Previous experience in nursery, school, or residential home setting (desirable)
4. Understanding of responsibilities and regulation under HASAW Act, COSHH, infection control, essentials food hygiene (training will be provided).

SKILLS & ABILITIES

5. A personal commitment to and enthusiasm for Coin Street's ethos and mission.
6. Ability to work on own initiative and prioritise work schedules.
7. Ability to work as part of a team in a positive and co-operative way.
8. Able to operate required machinery.
9. Enjoyment of working around children, in a busy noisy environment.

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary), Income Protection and Critical Illness cover.

Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, meditations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

20% discount on nursery fees for staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

