



Job Description

JOB TITLE Ancillary Cleaner **JOB NO** C0203C

SERVICE AREA Schools **SECTION** Education Support

LOCATION Bentley West Primary School (and possibly other schools in Leigh Trust)

GRADE G2 **SCP's** 002 - 04

PURPOSE OF JOB:

To clean schools and other premises

RESPONSIBILITY LINKS

Reports to: Cath Keats

Responsible over: N/A

SPECIAL CONDITIONS:

MAIN ACTIVITIES:

- Cleaning of premises (including toilets, classrooms, offices, etc.), furnishings and equipment to include vacuuming, deep cleaning, sweeping, washing, polishing, dusting and emptying of litter bins together with the operation of powered equipment where necessary to ensure that recognised standards are maintained
- Provide cleaning of all accessible floors, internal windows, walls, partitions, ceilings, fixtures and fittings as directed by the Site Manager or Supervisor
- The collection of rubbish and debris from the buildings and replenishing materials in toilet and amenity blocks required to maintain the necessary standard of hygiene
- Use cleaning materials economically and accept responsibility for cleaning equipment and ensuring its safe usage and storage, and for washing pads, dusters, mops and floorcloths issued to them
- Reporting to the Site Manager or Supervisor anything which they consider should be brought to his/her notice
- Complete and sign timesheets and attendance registers and other records as required
- To attend training courses as considered necessary by the Site Manager or Supervisor
- To understand and comply with the general requirements of the Health and Safety at Work Act 1974
- Any other appropriate work as required by the Site Manager or Supervisor
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all

DATE PREPARED: 2013

SCP Revised April 2019



Person Specification

Job No:	C0203C	Job Title:	Ancillary Cleaner	Grade:	G2
Service Area:	Schools	Section:	Education Support		
Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively.				Indicate when Assessment is possible: at Application= A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-					
Essentials					
Experience or ability to work without day to day supervision				A	2
Trained, or willingness to be trained, in the use of chemicals, upright and tub vacuum cleaners, polishing and vac assisted polishing machines and all associated equipment				A / I	3
COSHH knowledge or experience				A / I	3
Ability to clean a variety of areas including offices, corridors, toilets, classrooms, etc				A / I	3
Discretion with confidential information				A / I	3
Ability to work effectively as part of a team				A / I	3
Willingness to work in any part of building as directed				I	3
Desirable:					
Previous cleaning experience				A	2
Experience of heavy cleaning equipment				A	2
Health & Safety knowledge or experience				A	2
An understanding of equality law				A	1
Prepared to work in mornings, afternoon or early evenings as necessary				A / I	1
Experience: specify type, level and length required; if any.				A	1 year
Safeguarding:					
Knowledge of and a commitment to Safeguarding of children				A / I	3
Prepared by:		C Keats		Date: 26/02/24	