**JOB TITLE** Ancillary Cleaner  
**JOB NO** C0203C  
**SERVICE AREA** Schools  
**SECTION** Education Support  
**LOCATION**  
**GRADE** G2  
**SCP** 2 - 4  

### PURPOSE OF JOB:
To clean schools and other premises  

### RESPONSIBILITY LINKS
Reports to:  
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
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.

Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-

| Experience or ability to work without day to day supervision |  |
| 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 |  |
| Ability to clean a variety of premises including offices, corridors, toilets, classrooms, etc |  |
| Discretion with confidential information |  |
| Ability to work effectively as part of a team |  |
| Willingness to work in any part of building as directed |  |
| Prepared to work in mornings, afternoon or early evenings as necessary |  |

An awareness of, and commitment to, equality of opportunity

Experience: specify type, level and length required; if any.

Qualification: specify type and level required (including equivalents); if any.

Prepared by: name

Date: 2013