



St. Peter's Catholic Primary School
Horton Road
Gloucester
GL1 3PY

Headteacher: Mrs. C. Baron
Chair of Governors: Mr. J. Evans

Tel: 01452 524792
Fax: 01452 521157
E-mail: admin@st-peters-pri.gloucs.sch.uk

Job Description for School Cleaner

Reports to: Site Manager

Main Purpose: Cleaners are responsible for a wide range of cleaning duties and responsibilities, which include ensuring that areas of work allocated are cleaned to the required standard/specification.

Main Activities:

1. Thoroughly cleaning areas to the required specification, as directed, using correct techniques and cleaning equipment.
2. Safe removal of litter and waste to allocated disposal points, taking particular care with liquids, broken glass or other substances, which may be unsafe to other staff or pupils.
3. Undertaking training in use of methods, materials and equipment, as instigated by the Site Manager.
4. Working safely using correct warning signs, protective clothing and safety equipment, being mindful of hazards to other staff and pupils. Compliance with the Health & Safety practices of the Site.
5. Replenishing supplies of toiletries, plastic bags etc., as directed.
6. Ensuring all containers of cleaning agents are correctly labelled before use and are used safely and in compliance with manufacturers written instructions and that all chemicals are securely stored away when not in use.
7. Emptying vacuum cleaners and buffer vacuum bags at the end of each session. Cleaning and checking all equipment used after use, checking cables for wear and tear and storing away in a suitable safe area. Notifying site Manager of any faults found.
8. Ensure mops, cloths etc., are washed and left to dry as appropriate at the end of each session.
9. Reporting immediately to the Site Manager any defective electrical sockets, lighting, vandalism etc., in your cleaning area.
10. Ensuring Site Manager is aware of low stock levels of materials and equipment for which you are responsible.
11. Assist in keeping chemicals and cleaning materials and equipment storage areas in a clean and tidy condition.
12. Covering on a rota basis for absent colleagues when required, which may involve some change in hours/times.
13. Any other related duties, as directed by the Site Manager.