

Ipswich High School  
**Ipswich High School: Job Description**

<b>Role</b>	<b>Cleaner</b>
<b>Job Purpose</b>	<b>To clean designated areas within school premises efficiently and effectively, so that a clean and tidy environment is maintained for students, staff and visitors.</b>
<b>Accountable to:</b>	<b>Cleaning Supervisor/Head Caretaker</b>
<b>Accountabilities</b>	<ol style="list-style-type: none"> <li>1. In accordance with the school's cleaning specification, ensure the cleanliness and tidiness of allocated areas, and in the case of classrooms, their readiness for teaching.</li> <li>2. Report defects, maintenance requirements (e.g. replacement light bulbs), damage or other concerns immediately to the Facilities Manager/Caretaker to ensure that they can be dealt with promptly.</li> <li>3. Hand in items of lost property in accordance with school arrangements.</li> <li>4. Assist with regular deep cleans as required, and with any special arrangements for end of term tidying.</li> <li>5. Adhere to safe working practices and ensure that instructions given by the Facilities Manager /Caretaker, manufacturers, suppliers etc are adhered to.</li> <li>6. Adhere to arrangements for reporting for work and signing out.</li> </ol>
<b>General requirements</b>	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Contribute to the school's programme of extra-curricular activities.</li> <li>c. Support and contribute to the school's responsibility for safeguarding students.</li> <li>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>e. Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>g. Engage actively in the performance review process.</li> </ol>

	<ul style="list-style-type: none"> <li>h. Adhere to School policies</li> <li>i. Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**EXAMPLE PERSON SPECIFICATION**

**Skills Required**

Ability to work effectively both in a team and also on own initiative	Essential
Ability to understand oral and written instructions	Essential

**Knowledge Base**

Knowledge of use of basic cleaning equipment and materials	Essential
Understanding of health and safety requirements	Desirable
Understanding of child protection issues	Desirable

**Qualifications/Attainment**

	Level	

**Experience**

Experience of cleaning in an office/education setting	Desirable
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**Attitude/approach**

Honesty and integrity	Essential
Reliable and punctual	Essential