



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Job Description

Role	Cleaner
Job Purpose	To clean designated areas within school premises efficiently and effectively, so that a clean and tidy environment is maintained for students, staff and visitors.
Accountable to:	Cleaning Supervisor/Head Caretaker
Responsible for:	N/A
Accountabilities:	<ol style="list-style-type: none">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.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.3. Hand in items of lost property in accordance with school arrangements.4. Assist with regular deep cleans as required, and with any special arrangements for end of term tidying.5. Adhere to safe working practices and ensure that instructions given by the Cleaning Supervisor and Head Caretaker, manufacturers, suppliers etc are adhered to.6. Adhere to arrangements for reporting for work and signing out.



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

General requirements:	<p>All school staff are expected to:</p> <ul style="list-style-type: none">a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.b. Contribute to the school's programme of extra-curricular activities.c. Support and contribute to the school's responsibility for safeguarding students.d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.e. Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.g. Engage actively in the performance review process.h. Adhere to School policies.i. Undertake other reasonable duties related to the job purpose required from time to time.
Review and amendment:	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Person Specification

Skills Required

Skills Required

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

Knowledge Base

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

Experience

Experience of cleaning in an office/education setting	Desirable
---	-----------

Attitude/approach

Honesty and integrity	Essential
Reliable and punctual	Essential