



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Cleaner Job Description

Role	Cleaner
Hours of work	Job 1) 15 hours per week, 52 weeks per year Job 2) 20 hours per week, 52 weeks per year Start and finish times ideally to start at 4.30 pm but can be flexible based on individual circumstances
Salary	Job 1) 15 hours per week - £9,549.58 per annum Job 2) 20 hours per week - £12,732.78 per annum
Contract basis	Permanent
Job Purpose	To clean designated areas within school premises efficiently, effectively and to a high standard, so that a clean and tidy environment is maintained for students, staff and visitors.
Accountable to:	Cleaning Supervisor and Assistant Head Caretaker
Accountabilities:	• 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. • Report defects, maintenance requirements (e.g. replacement light bulbs), damage or other concerns immediately to the Operations Manager/Caretaking Team to ensure that they can be dealt with promptly. • Hand in items of lost property in accordance with school arrangements. • Assist with regular deep cleans as required, and with any special arrangements for end of term tidying. • Adhere to safe working practices and ensure that instructions given by managers, manufacturers, suppliers etc are adhered to. • Adhere to arrangements for reporting for work and signing out. • Work flexibly, as part of a team, providing cover when needed. • Work independently at times, to cover all areas of the job role as required. • Maintain and ensure that all hazardous and other waste is stored and disposed of correctly. • Operate cleaning machinery, as required.

General requirements:	All school staff are expected to: • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Contribute to the school's programme of extra-curricular activities. • Support and contribute to the School's responsibility for safeguarding students. • Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors • Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • Engage actively in the performance review process • Adhere to policies as set out by the School • Undertake other reasonable duties related to the job purpose required from time to time
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This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head or line manager.

Person Specification

Skills Required

Ability to work effectively both in a team and on own initiative	Essential
Ability to understand oral and written instructions	Essential
Show initiative and be proactive in improving efficiency	Essential
Ability to develop and maintain professional and effective working relations with colleagues	Essential
Able to multi-task, take on additional tasks and responsibilities	Essential

Experience

Ability to carry out general cleaning duties to a high standard	Essential
Experience of cleaning in an office/education setting	Desirable

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

Attitude/approach

Honesty and integrity	Essential
Reliable and punctual	Essential
Enthusiasm and highly motivated	Essential
Willingness to work flexible hours to support the needs of the school	Essential

September 2025