

JOB DESCRIPTION & PERSON SPECIFICATION

School Cleaner

Estates – Cleaning | Permanent | As soon as possible



IPSWICH SCHOOL

Role overview

DEPARTMENT	Estates – Cleaning	REPORTS TO	Cleaning & Estates Management Team
CONTRACT	Permanent / Part-time	HOURS/DAYS	15hrs per week (3hrs per day): Shifts available Early/Mid/Evening Mon-Fri Saturdays and Sundays as agreed with Cleaning Manager during term or holiday periods to meet needs of school/events/boarding school
SALARY		HOLIDAY	28 days per year
LOCATION	Ipswich School – actual cleaning areas allocated between Main School, Prep or Boarding Houses	START DATE	ASAP
PROBATION	5 months	DIRECT REPORTS	Cleaning Manager / Supervisor

Job purpose

An opportunity to make a difference.

We are looking for hard-working, positive, flexible new team members to join our cleaning team. As an essential member of the wider Estates Team, you are responsible for ensuring and maintaining a clean and tidy school environment for students, teaching and support staff and for the wider community.

Whilst previous cleaning experience is an advantage, it is not essential and we will support and train you in the cleaning systems. Due to the varied nature of the School's buildings, be prepared to clean a variety of different types of buildings – from classrooms, to sports areas to offices and bedrooms in the boarding houses. You will be allocated a main area to focus on and at times throughout the year this may change for an event/to cover an absence and to support during deep cleaning periods.

Whilst the majority of cleaning takes place Monday to Friday, the first 3 Sundays of the Summer Holidays are needed for cleaning the boarding houses and there may be additional hours available on weekends throughout the year to keep our sports facilities clean or following a larger school event.

Cleaning is physical work and we take pride in what we do.

Key responsibilities

You'll play an important role by:

MAIN RESPONSIBILITIES

- General cleaning of classrooms, offices, stairs, corridors, cloakrooms, toilets (and boarding bedrooms/bathrooms if applicable).
- Emptying waste bins, ensuring that recycling is separated
- Restocking toilet rolls/soap dispensers
- Using the buffing machine or carpet cleaner (as directed by the Estates Management team), training will be given as required
- Reporting damage and vandalism to the Estates Management team (emergency 24hr number/online ticket system)
- Deep cleaning of classrooms and other areas of the School used less frequently during the holiday periods
- Assisting with the cleaning of areas following maintenance and project work
- Cleaning of areas in use by hirers, such as residential lets and holiday camps etc
- Being vigilant with regard to strangers, challenging them if appropriate and asking them to leave the premises if necessary
- Ensuring compliance with the School's Health, Safety and Welfare policy, including wearing personal protective clothing provided by the School.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

Working relationships

Reports to	Cleaning Manager and Estates Management Team
Direct reports	Cleaning Supervisor (AM or PM)
Key relationships	Wider Cleaning Team and the Estates Team
Safeguarding	Safeguarding and promoting the welfare of children Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with, and must comply with the School's Child Protection and Safeguarding Children Policy at all times. Any actual or potential concerns about a child's safety or welfare must be reported through the School's safeguarding procedures. Employees are expected to attend safeguarding training as directed.

We're looking for someone who...

Use the table below to define the essential and desirable criteria for the role.

Criteria	Essential	Desirable
QUALIFICATIONS		
Education to Secondary/GCSE Level 4+		●
EXPERIENCE		
Domestic or Commercial Cleaning Experience		●
Estates/Maintenance Experience		●
KNOWLEDGE & SKILLS		
Ability to use a Hoover/cleaning tools as provided	●	
Awareness of Health & Safety requirements cleaning in a commercial setting	●	
PERSONAL ATTRIBUTES		
Organised – ability to manage time/work to deadlines	●	
Hardworking and Physically fit to undertake the main cleaning duties	●	
Team work – willingness to contribute to the needs of the team and work towards common goals	●	
SAFEGUARDING / PROFESSIONAL REQUIREMENTS		
Enhanced DBS	●	

Standard requirements

These statements form part of every Ipswich School job description unless HR policy changes.

EQUALITY, DIVERSITY & INCLUSION

Ipswich School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

GENERAL DUTIES

The responsibilities set out in this job description describe the main expectations of the role and are not intended to be an exhaustive list. The post holder may be asked to undertake other reasonable duties of a similar level and nature. The job description may be reviewed and amended from time to time, following consultation, to reflect the needs of the School and the professional development of the post holder.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. They must comply with the School's safeguarding policies and procedures, report concerns promptly and attend safeguarding training as directed.

Creating Extraordinary Staff...