



WOODBIDGE  
SCHOOL

# Work With Us Prep Cleaner

Application Pack



# Part Time Prep Cleaner

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**Salary: £10,174.92 per annum**

We are seeking an enthusiastic, reliable, and hardworking Cleaner to join our well-established and highly respected cleaning team.

**Monday to Friday – 4:00pm to 8:00pm. 20 hours per week.**

**36 weeks per year (34 weeks term-time plus 2 weeks deep cleaning at the end of August).**

The successful candidate will be able to follow instructions to safely and effectively use chemicals and machinery to undertake the tasks required. Previous cleaning experience would be an advantage but is not essential as full training will be provided.

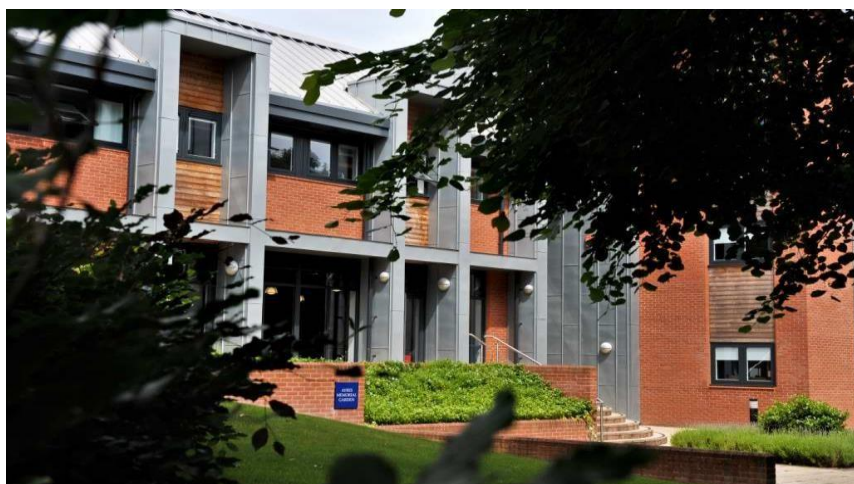
To apply for this role, please click on the link below and complete the application form. Please state on your application which shift you are applying for. A CV and covering letter alone will not suffice.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people, and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

**Closing: 4<sup>th</sup> July 2025**  
**Interview W/C: 14<sup>th</sup> July 2025**

*We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.*



# Job Description

|  |                                 |
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| <b>Job Title</b><br>Cleaner                |                                 |
| <b>Reporting to</b><br>Cleaning Supervisor | <b>Department</b><br>Operations |

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| <b>Job summary</b>  |
| Undertake the necessary cleaning duties to ensure that cleanliness standards are achieved and maintained as determined by the Cleaning Supervisor.  |
| <b>Key responsibilities</b>   |
| <ul style="list-style-type: none"><li>• Cleaning of walls, floors and windows; using appropriate equipment/chemicals and following procedures correctly</li><li>• Cleaning of toilets and hand basins</li><li>• Cleaning classrooms and offices</li><li>• Vacuuming, dusting and mopping</li><li>• Using machinery</li><li>• Dealing with laundry</li><li>• Cleaning body fluids (using body fluid kits)</li><li>• Assist with Hospitality and refreshments</li><li>• Preparing buildings for functions and lettings</li><li>• Providing ad hoc cleaning for school events, lettings and external hires including the Seckford Theatre (some weekend and school holiday cleaning will be required)</li><li>• Deep cleaning during holidays</li></ul> <p>Any other cleaning duties that the Cleaning Supervisor may reasonably allocate from time to time.</p> |

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| <b>General responsibilities</b>   |
| <b>Health and safety</b> <ul style="list-style-type: none"><li>• You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.</li></ul> <b>Child Protection statement</b> <ul style="list-style-type: none"><li>• The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.</li></ul> <b>Brand values</b> <ul style="list-style-type: none"><li>• Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.</li><li>• Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.</li></ul> |

## Person Specification

| Knowledge and Experience   | E | D |
|--|---|---|
| <ul style="list-style-type: none"> <li>Previous cleaning experience;</li> </ul>  |   | ✓ |
| <ul style="list-style-type: none"> <li>Understanding of the basic principles of health and safety in a school environment including COSHH.</li> </ul>  |   | ✓ |
| Skills   |   |   |
| <ul style="list-style-type: none"> <li>Able to follow instructions to enable safe and correct use of equipment;</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>To communicate clearly and be able to understand written and verbal instructions;</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Able to follow standard specifications to mix chemicals correctly;</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to adhere to working procedures and policies within the school environment;</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to perform the physical tasks required by the post, including lifting, carrying, and pushing waste bins, cleaning trolleys and vacuum cleaner;</li> </ul> | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to move school furniture in order to undertake cleaning duties;</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to fulfil the cleaning rota within the required time period to the quality and standard expected.</li> </ul>  | ✓ |   |
| Safeguarding   |   |   |
| <ul style="list-style-type: none"> <li>Evidence of commitment to promoting the health, welfare and safeguarding of children.</li> </ul>  | ✓ |   |
| Personal Qualities   |   |   |
| <ul style="list-style-type: none"> <li>Able to participate effectively as part of a team;</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Able to organise own work effectively;</li> </ul>   | ✓ |   |
| <ul style="list-style-type: none"> <li>Able to work flexibly</li> </ul>  | ✓ |   |
| <ul style="list-style-type: none"> <li>Ability to carry out the work under minimal supervision.</li> </ul>   | ✓ |   |

## Benefit Statement

|                       |  |
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| <b>Pension</b>        | Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).           |
| <b>Sick Pay</b>       | Company Sick Pay   |
| <b>School Fees</b>    | School fee remission may be available depending on individual circumstances after successful completion of probation period. |
| <b>Holiday</b>        | 25 days plus 8 public holidays paid leave (pro rata for part time). If term-time, holiday pay is included in salary.         |
| <b>Other Benefits</b> | <ul style="list-style-type: none"><li>• Free parking</li><li>• Access to Employee Assistance Programme</li></ul>             |

# Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:  
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Cleaner" in the title line to [recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*