



WOODBIDGE
SCHOOL

Work with us

Prep Cleaner

APPLICATION PACK

Prep Cleaner

Salary: £13.15 per hour

20 hours per week

Monday to Friday – 4:00pm to 8:00pm

Term time only – 36 weeks per year

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

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.

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/>.

Closing date: 16 October 2026

Interviews: W/C 19 October 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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).

JOB DESCRIPTION

Job Title: Prep Cleaner

Department: Operations

Hours: 20 per week

Accountable to: Cleaning Supervisor

Job Purpose:

Undertake the necessary cleaning duties to ensure that cleanliness standards are achieved and maintained as determined by the Cleaning Supervisor.

Key Responsibilities:

- Cleaning of walls, floors and windows; using appropriate equipment/chemicals and following procedures correctly;
- Cleaning of toilets and hand basins • Cleaning classrooms and offices;
- Vacuuming, dusting and mopping;
- Using machinery;
- Dealing with laundry;
- Cleaning body fluids (using body fluid kits);
- Assist with Hospitality and refreshments;
- Preparing buildings for functions and lettings;
- Providing ad hoc cleaning for school events, lettings and external hires including the Seckford Theatre (some weekend and school holiday cleaning will be required);
- Deep cleaning during holidays;
- Any other cleaning duties that the Cleaning Supervisor may reasonably allocate from time to time.

GENERAL RESPONSIBILITIES:

Health and Safety

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 Woodbridge School's Health and Safety Policy and Health and Safety law.

Child Protection/Vulnerable adult's statement

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and 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 our policy 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 vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
Previous cleaning experience;		✓
Understanding of the basic principles of health and safety in a school environment including COSHH.		✓
Knowledge and Experience		
Able to follow instructions to enable safe and correct use of equipment;	✓	
To communicate clearly and be able to understand written and verbal instructions;	✓	
Able to follow standard specifications to mix chemicals correctly;	✓	
Ability to adhere to working procedures and policies within the school environment.	✓	
Skills and Attributes		
Ability to perform the physical tasks required by the post, including lifting, carrying, and pushing waste bins, cleaning trolleys and vacuum cleaner;	✓	
Ability to move school furniture in order to undertake cleaning duties;	✓	
Ability to fulfil the cleaning rota within the required time period to the quality and standard expected.	✓	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	
Personal Qualities		
Willingness and ability to be flexible;	✓	
Ability to relate to staff, students, parents/carers and governors;	✓	
To be highly organised with good time keeping;	✓	
Honest, reliable and patient;	✓	
Commitment and flexible with the demands of the role;	✓	
Enthusiasm to develop your own skills and knowledge		✓
Ability to remain calm and function well under pressure;	✓	
Work well with the team but also able to work effectively alone.	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
Other Benefits	• Free parking • Access to Employee Assistance Programme

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/vacancies/>

Please apply preferably by email, stating "Prep Cleaner" in the title line to:

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 ring 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.