



IPSWICH SCHOOL

CLEANING SUPERVISOR (5 posts available)

Part-time, 15 hours per week during School term times plus hours in the holidays

Permanent, required as soon as possible

THE SCHOOL

Ipswich School is one of the top 130 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, although we moved to our present site in 1852. We have circa 1000 pupils aged between 3 months and 19 years and are fully co-educational.

Our trading arm, Ipswich School Enterprises Ltd (ISE), incorporates all of our revenue generating activities (including lettings, room and facility hire, private functions, sporting events and school holiday camps) which fall outside school fee income.

The School operates a 5 day week during term time (35 weeks per annum), with representative sports played during the week and on Saturdays. During the school holiday periods each year, our cleaning team helps to keep our facilities clean and tidy for staff working throughout the year, and for residential and day lettings of the school site. The team also carry out 'deep cleans' during the quieter holiday periods.

MAIN DUTIES AND RESPONSIBILITIES

Success in this role requires attention to detail and a genuine commitment to fostering a positive and productive working environment, undertaking interactions with professionalism, empathy, and respect.

We are seeking motivated and collaborative individuals, with exceptional cleaning standards, to undertake the role of Supervisor, taking responsibility for both cleaning in a designated area and line managing a small team of cleaners.

Cleaning Duties

- Model the highest professional standards in all aspects of the role.
- Ensure that both you and your team carry out work in accordance with the School's requirements, health and safety regulations, ensuring high standards of cleanliness and hygiene are maintained on a daily basis.
- Provide a comprehensive cleaning service to include dusting, vacuuming, washing floors, emptying bins, cleaning toilets, etc, to ensure high standards of cleanliness and hygiene at all times.
- Regularly meet, monitor and support team members to achieve expected standards.
- Ensure that both yourself and your team undertake work in accordance with health and safety, including the wearing of appropriate PPE, and COSHH regulations, identifying training needs as appropriate.
- Co-ordinate the ordering and distribution of cleaning supplies for your team.
- Assist with ensuring that estate is well-maintained and report any repairs or issues.

Supervision of Staff

- Be the main point contact for cleaning staff during your team's shift, answering questions, team-building and resolving minor staff issues.
- Ensure areas are cleaned to a high standard, regularly meeting and supporting team members to achieve this, recording progress and taking appropriate action to address performance issues.
- Actively manage the practical organisation of the cleaning operation in your team's area to ensure standards are met every day, reallocating provision to address team absence cover.
- Ensure staff log in and out for their shift and that all team members work their contracted hours during both term time and during school holiday periods.
- Ensure that there is an effective, well-planned schedule of work during school holiday periods to ensure both deep-cleaning and routine cleaning for holiday period lettings.
- Liaise with the Estates Manager regarding refurbishment and project works taking place during school holidays to accommodate these projects into holiday cleaning schedules.
- Ensure staff are rotated around the cleaning sections to assist staff training/knowledge and help the team cover sections in times of staff absence.
- As required, be the responsible person for ensuring that the School is either locked/unlocked, ensuring appropriate security measures are observed.
- Adopt a flexible 'whole school' approach to assist all employees in achieving the schools objectives.

Managing cleaning staff absence

- Report staff absences (sickness/other leave) as required promptly and on the correct forms.
- Communicate with staff who are absent from work due to sickness, and assist in ensuring the correct medical certification of absence is received, and undertake necessary return to work meetings and assessments as required.
- Reallocate team provision to cover for staff absences, leading by example and stepping in to support cleaning when required.

Oversee training and development for cleaning staff:

- Undertake training to be knowledgeable on all cleaning machines, and assist staff as necessary with appropriate training and guidance.
- Help in the recruitment and induction of new cleaning staff, ensuring a warm welcome is given.
- Complete regular first year reviews and complete induction booklets for new staff.
- Carry out annual review and development meetings to ensure our programme for cleaning staff is effective, and we identify staff training needs.

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

REPORTING

Supervisors are managed by the Estates Manager.

PERSON SPECIFICATION

You should be well organised, efficient, reliable and flexible, and have the ability to work effectively as part of a team. Previous cleaning or similar experience is essential.

The skills and attributes required for this post include:

- Preferably experience of managing a team effectively, providing positive leadership and building strong working relationships.
- Good administration skills with excellent attention to detail
- The ability to plan ahead effectively and make sure the team meet set deadlines
- Flexibility, reliability and punctuality
- A positive 'can do' approach to work
- Excellent organisation and communication skills.

WORKING HOURS AND TERMS AND CONDITIONS OF EMPLOYMENT

This is a part-time post with hours to be worked as follows:

- **During Ipswich School term time** (35 weeks per annum)
Mondays to Sundays according to a rota, for 3 hours per day, 15 hours per week (mornings, afternoons and evenings available according to the area that you are responsible for supervising) to be agreed with the postholder; and
- **During Ipswich School holiday periods**
150 hours to be worked as required Monday – Sunday during the School's holiday periods. The weeks to be worked, and the timings of the shifts, will be discussed with the Estates Manager at interview, and these may be subject to some change each year to meet the School's holiday clearing requirements, and to ensure residential lettings and holiday camps (through Ipswich School Enterprises Ltd (LSE) are serviced effectively during school holiday periods.

There may be some flexibility around start and finish times above, and there may be opportunities for additional hours to be worked when required. Exact working arrangements can be discussed further at the interview.

- The starting salary (for the hours outlined above) will be £10,386 per annum, which includes statutory holiday pay.
- Salaries are paid monthly in arrears by BACS on the last working day of each month throughout the year and are reviewed annually.
- Statutory holiday is to be taken in the School holiday periods and at other times which do not form part of the contracted working hours for this post.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations) free of charge.

- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support. A Cycle to Work scheme is also offered.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme with a 10% employer contribution, and will receive 3x death in service life cover.
- After 3+ years' service, support staff are eligible for staff fee remission.

APPLICATION, CLOSING DATE AND INTERVIEW ARRANGEMENTS

We would encourage you to download an application form and a full job description for this role from our website: www.ipswich.school/vacancies or contact the HR team on 01473 408300 or hr@ipswich.school.

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned by **noon on 16 January 2026** to: the Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG or email hr@ipswich.school.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held from the week beginning 19 January 2026 onwards**. If we have not been in touch with you by the end of January to invite you to an interview then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- 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. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Leads.
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.