IPSWICH SCHOOL

APPOINTMENT OF CLEANER
The Lodge Day Nursery (Ipswich School's Day Nursery)
Part-time, permanent, throughout the year, required as soon as possible

THE LODGE DAY NURSERY

We offer exceptional childcare provision for children aged 3 months to 5 years, in the centre of Ipswich, working in partnership with families to ensure each child feels safe, secure and has plenty of opportunities to discover new adventures, learn, grow, and thrive.

Situated close to Ipswich School, near Christchurch Park, The Lodge is easily accessible in the heart of Ipswich. Our attractive building offers bright, spacious rooms, a large garden and outdoor environment.

We have four age ranges: *Discoverers, Explorers, Adventurers and Pre School* and children move onto the next stage at the appropriate time when they are ready. Our specially designed rooms provide the perfect environment for each age range and children always have regular access to our spacious garden and outdoor areas.

The Nursery opens all year round (apart from Christmas week and a week in August) from 7.30am until 6.00pm.

We are thriving, and looking for a caring and friendly team member to join our cleaning team.

IPSWICH 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, and moved to our present site in 1852. We have over 1,100 pupils aged between 3 months and 19 years and we are fully co-educational.

MAIN DUTIES AND RESPONSIBILITIES

You will join a team of 4 cleaners working in our nursery. You will be required to clean and maintain the section of the nursery allocated to you to the highest possible standard. Principal duties include:

- General cleaning of nursery rooms, offices, stairs, corridors, cloakrooms and toilets
- Emptying waste bins, ensuring that recycling is separated
- Replenishment of toilets rolls, soap dispensers etc
- Using the buffing machine, training will be given as required
- Reporting damage and vandalism to the Nursery Manager
- 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 from time to time to meet the Nursery's needs.

REPORTING

Cleaners are managed by the Nursery Manager.

PERSON SPECIFICATION

You will need to have a cheerful disposition and be well organised, efficient and reliable. The position requires flexibility and the ability to work effectively as part of a team. Previous cleaning experience would be an advantage.

TERMS AND CONDITIONS OF EMPLOYMENT

- This is a permanent, part-time post for 2 hours per day throughout the year, and the working hours are as follow:
  Mondays – Fridays 5.30 am – 7.30 am **OR**
  Mondays - Fridays 6.00 pm – 8.00 pm
  (2 hours per day, 10 hours per week).
- The starting salary will be £6,609.20 per annum (with a pay review pending in April 2027).
- You are entitled to 20 days' paid holiday per annum, plus bank holidays (28 days in total). Holiday dates are to be agreed in advance with the Nursery Manager.
- You will not be required to work in the period at Christmas time when the Nursery is closed (usually between Christmas and New Year) and this time will be classified as paid leave. Cleaners are required to undertake a deep clean in the Nursery closure week in August each year.
- Salaries are paid monthly in arrears by BACS on the last working day of each month throughout the year and are reviewed annually in April each year, when the review of the National Living Wage is undertaken.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations)
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme, and will receive 3x death in service life cover.
- After 3+ years' service, support staff are eligible for staff fee remission.

APPLICATION AND INTERVIEW ARRANGEMENTS

Completed application forms should be returned **by noon on Thursday 18th June 2026.** Please mark the envelope Private and Confidential and send to: HR Department, Ipswich School, 25 Henley Road, Ipswich, IP1 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 later in the week beginning 22nd June 2026. Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us. If we have not been in touch with you by 1st July 2026 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 Safeguarding Children Officer (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).

- 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.

June 2026