

Job Description

Job Title:	Domestic Supervisor
Group:	UK Independent Schools
Dept/Project/Service:	St Andrews
Reports to:	School Business Manager
Responsible for:	Domestic Assistants
Usual office base:	St Andrews
Grade:	8

Job Purpose:

To manage a team and put processes into place to deliver the highest standards of hygiene and cleanliness throughout the Main School and the Pre-School. To ensure a clean internal environment to support effective teaching and learning. To develop routines to ensure all areas of the school are maintained to a high standard of cleanliness. To ensure that cleaning products and electrical equipment are handled in a way which is safe for children and staff.

To manage and motivate a team of Domestic Assistants to deliver a clean school environment.

To work closely with the Lead Caretaker to ensure that cleaning, caretaking and wider site operations are coordinated effectively and that high standards of cleanliness, presentation, safety and security are maintained across the School.

Job Objectives:

Line Management

1. To be responsible for the day to day management of the Domestic Assistants and to work with the School Business Manager where formal HR processes are needed.
2. Follow the School's absence procedure to record absences for staff including prompt and consistent return to work meetings.
3. Manage staff probation periods in liaison with the School Business Manager.
4. Monitoring staff performance and addressing any arising issues with staff.
5. Direct schedules of work for staff.



6. Support the School Business Manager with the recruitment of Domestic Assistants at the selection and interview stage.
7. Ensure staff are up to date with compliance training and that they are signed up for rolling DBS checks.
8. Support Domestic Assistants in accessing and using the School's online learning and HR systems, including helping staff to complete employment related processes.
Working with the Business Administrator, ensure all training is completed in a timely manner.

Site Cleaning

1. Take responsibility and oversee the practical organisation of the day-to-day cleaning operations.
2. Ensure cleaning staff carry out their duties to the required standard through a monitoring programme.
3. Manage cleaning rotas to support the needs of the School, adapting to accommodate any changes.
4. Maintain a proactive awareness of school events according to the School Calendar and liaise with the School Business Manager to arrange changes to scheduled cleaning.
5. Liaise regularly with the Lead Caretaker regarding day-to-day site requirements, urgent cleaning needs, school events and any maintenance or premises issues identified by the Domestic Team.
6. To monitor stocks of cleaning equipment and take responsibility for ordering items as required. Place and monitor orders using the School's approved online ordering process, ensuring that records are accurate and orders are progressed in a timely manner.
7. Follow the School's ordering process and deliver value for money on purchases. Liaise with suppliers and proactively research cost effective purchases.
8. Organise adequate staffing and rotas to support cleaning requirements during holiday periods to include Holiday Club cleaning and the summer holiday deep clean.

Health & Safety

1. Direct the use of relevant equipment and products in accordance with health and safety requirements and ensure the cleaning team are aware of and familiar with the correct use of all equipment and materials.
2. Manage COSHH for the Domestic Team including keeping registers and related data risk assessments up to date for all areas of the school.
3. Undertake monthly COSHH data checks in all areas, including Harrison Catering.
4. Ensure checks are undertaken in a timely manner and recorded accurately on school systems.

Related Roles and Responsibilities

1. Undertake training as a fire warden and take responsibility for fire safety during evening shift working hours.
2. Member of the Health and Safety Action Group.
3. Undertake keyholder responsibilities and end of day lock up during the Domestic Team's normal arrangements including term time, holiday club and the summer clean, in accordance with the School's site security procedures and in liaison with the Lead Caretaker.

Scope:

Promote and support the School Aims. Share in the corporate responsibility for the well-being of all pupils. Work as part of the Domestic and Support Team, promoting good morale. Objectives are indicative of responsibilities but not exhaustive of role requirements and the Domestic Supervisor may be called upon to perform other duties that are considered reasonable and commensurate with the post.

Person Specification:

Knowledge

Essential:

- An excellent understanding of the requirements of commercial cleaning
- The postholder will need to complete COSHH training to a satisfactory standard in order to undertake the role. This training can be provided by the school to a suitable candidate, and must be successfully completed by a deadline set by the school.

Desirable:

- Level 2 certificate in cleaning and support service skills or similar qualification
- Qualified First Aider

Experience

Essential:

- Working in a similar role and environment

Desirable:

- Previous experience of working in a school environment is highly desirable
- Line management of a small team
- Training staff



Skills

Essential:

- Ability to meet deadlines
- Flexible approach
- Self-motivated
- A good level of digital literacy, with the ability to use email and Microsoft 365, and knowledge of using online systems
- Friendly and approachable personality
- Commitment to teamwork
- Good problem-solving skills
- Good communication skills in written and spoken English

Other

Essential:

- The postholder must be able to work during school holiday periods on an overtime basis, in order to manage the cleaning of the school for the holiday club (on a reduced hours basis) and a two week summer holiday deep clean on the normal hours for this role.
- The School is based on multiple floors over two sites with no lifts, and the postholder must be able to move between the sites and across all areas of the buildings.

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.