

Role Title:	Domestic Services Supervisor
Location:	The Leys School
Responsible to:	Domestic Services Manager
<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Main purpose of the role</p> <p>The role</p> <ul style="list-style-type: none"> To undertake the general supervision of cleaning and related issues in allocated boarding houses and classroom areas as required and to address any specific requirements or concerns. To undertake any necessary related administration. 	
<p>Line management responsibility for:</p> <ul style="list-style-type: none"> Domestic Cleaning staff 	
<p>Key Tasks:</p> <p>Laundry Management</p> <ul style="list-style-type: none"> To ensure that all laundry paperwork is completed by domestics and sent to laundry and all returned laundry and dry cleaning is checked for shortages. To collect up laundry invoices weekly and return to the Domestic Services Manager. <p>Maintaining Cleaning Standards</p> <ul style="list-style-type: none"> To check daily the standard of cleanliness in all areas in classroom areas & boarding houses, to include communal areas, studies, toilets and shower rooms, staircases, and other associated areas. To complete two detailed boarding house checks per week. To refer to Domestic Role profiles for areas. To manage any cleaning problems, laundry discrepancies and people management issues escalating to the Domestic Services Manager if necessary. <p>Boarding Houses</p> <ul style="list-style-type: none"> To liaise with Matrons daily about any boarding house related problems and to report any maintenance jobs to Matrons where possible, or to put in chit's themselves to maintenance on a daily basis. To check the quality control of bedding replacements, i.e., duvets, pillows, mattresses, mattress protectors etc. To check the cleanliness and quality of shower curtains, bathmats, hand towels and tea towels. 	

Health & Safety

- To check the correct usage of cleaning chemicals and its correct dilutions ensuring domestics are using correct P.P.E.
- To ensure that Domestics are maintaining and checking the safety of cleaning equipment e.g., vacuum cleaners and polishing machines, on a regular basis and reporting broken or damaged equipment to the Domestic Services Manager.
- Ensure Domestics are following C.O.S.H.H & Health & Safety procedures.
- To ensure all chemical data sheets are current and up to date in all of your areas of responsibility.
- To adhere to Health and Safety and legislative requirements.
- To carry out duties in a safe and organised manner, ensuring that equipment leads from polishers or vacuum cleaners are not left creating a hazard to other staff or pupils.

Ensure that the following tasks are carried out:

- To ensure that after the damp mopping of any floor surfaces 'Yellow Warning Signs' are in place to avoid any accidents on slippery floors.
- To refer and adhere to C.O.S.H.H. guidance charts and substance levels at all times.
- To ensure all chemicals, equipment and other hazardous items are locked in appropriate store cupboard after use.
- To ensure that mops/cloths are rinsed in clean water and left to dry upright to avoid cross-infection.

Stores

- To check the stock levels of cleaning materials and assisting domestic staff with completion of stores forms on a half termly basis, returning them to the Domestic Services Department.
- To manage the stores (issuing stock / purchasing stock / stock control) and process invoices for the Domestic Services Manager to authorise.
- To support with the preparation of stores deliveries on site on a half termly basis.

General

- To escort The Swiss Laundry, Greenworks and outside contractors as necessary to areas within the school.
- Termly check of all Domestic Assistants cleaning cupboards.
- To check curtains in your areas yearly for cleaning or repair or renewing and report back to Domestic Services Manager.
- To undertake the laundering of dirty cleaning clothes and kitchen cloths daily.
- To organise the keys required for Bell International Language School over the summer holidays for your areas of responsibility in advance of their arrival with the support of the Events Manager.
- To answer the telephone in the Housekeeping Office when in the office and undertake any other duties as necessary as being part of the Domestic Department.

Line management duties and responsibilities.

- To assist the Domestic Services Manager with the Domestic Assistants annual appraisals.
- To provide training for new starters, refresher training for current employees, and other ongoing development of staff on a regular basis.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Domestic Services Manager, Headmaster/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Person Specification

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Person Specification	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> • Previous experience in a supervisory role within a housekeeping or cleaning department • Cleaning experience 	<ul style="list-style-type: none"> • Cleaning experience within a school, hospital or residential care setting 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills	<ul style="list-style-type: none"> • Resilient and assertive • Able to supervise and motivate a team. • Able to work independently. • Able to work well within a large team 	<ul style="list-style-type: none"> • Ability to conduct appraisals and induction training 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<ul style="list-style-type: none"> • Interest in working within a school setting. • Good understanding of COSHH and how it applies in the school. • Good MS Office skills • Able to complete some administration tasks relating to checklists, invoices and logging maintenance issues. 	<ul style="list-style-type: none"> • Understanding of a boarding school or residential setting • Happy to undertake safeguarding training 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references