

JOB DESCRIPTION: DOMESTIC SUPERVISOR

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To oversee the smooth running of the Domestic Operations.
Responsible to:	The Bursar through the Estates Manager
Responsible for:	Domestic Team
Hours of work:	0615-1415hrs, Mon-Fri (with some flexibility required). Term-time only plus deep-clean weeks during School Holidays.
Paid Annual Leave:	Statutory annual leave including public holidays for England and Wales.
Salary:	Competitive; <i>pro rata</i> ; dependent on experience.
Pension:	Auto-enrolment by the School in the School's Pension Scheme.
Commencement Date:	Beginning of October 2022, or as soon as possible thereafter.
Notice Period:	Two months.

Overview

The successful candidate will be Supervisor of the Domestic Team and will work alongside colleagues in the Catering Team and Estates Team. The aim of all such support staff is to work collaboratively to meet the needs of teaching staff and pupils ensuring the better performance of the School.

The successful candidate will be comfortable with the aims and ethos both of boarding schools and of independent education, and, through their own conduct, will be able to contribute to the environment of high standards, good manners, and excellent service at which the School aims.

Key Tasks

- Domestic Team:
 - To oversee and be responsible for the cleanliness of the School, including active participation in cleaning duties.
 - To act as Line Manager to foster a happy work environment for a team of hard-working domestic staff:

- Oversee their cleaning duties.
 - Organise rotas, including for daily duties and for occasional one-off duties.
 - To prepare term-time and holiday-time cleaning schedules.
 - Appraise performance.
 - Nurture the well-being of your team and represent their best-interests.
- To advise on reconfiguration of current work patterns and procedures, and to bring a fresh view of how the team's work is completed.
 - To budget for, order and manage all household and cleaning supplies.
 - To liaise closely with members of the teaching staff and provide domestic support as required (*e.g.* for sports events or guest events).
- Catering & Hospitality:
 - To work closely alongside the School's Catering Manager:
 - to ensure the best possible service.
 - to oversee on-line Hospitality Booking System
 - to attend regular (*e.g.* half-termly and weekly) planning meetings.
 - To ensure the smooth operation of the Butler's Pantry (as the School's front-of-house service is known) including the preparation and clearance of the Dining Rooms and other hospitality rooms before and after daily service and hospitality events.
- Health & Safety:
 - To observe the Health & Safety Act at all times.
 - COSHH: responsibility for the safe-storage, administration and ordering of chemicals.
 - Training:
 - Your Own Training: willingness to undertake all training provided by the School. This will include (but not be limited to) Manual Handling, COSHH, Food Safety (Level 2 or above), first aid and industry-specific housekeeping training.
 - Your Team's Training: coordinate a rolling programme of periodic training for your team as required.
- To perform other such duties as may be reasonably requested by the Bursar.

Knowledge, Skills and Experience Required

Knowledge & Skills

Essential

- Extremely high level of cleanliness, and a desire to see the highest standards attained.
- Self-motivated with the ability to work under own initiative, while also overseeing and directing your team.
- Physical capability to meet the demands of the role, which will include manual work.
- Positive approach to learning in the role and identifying your own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis. The School will pay for relevant courses (*e.g.* Manual Handling, COSHH safety, First Aid *etc.*).

- A pro-active and flexible approach to role. Hours can occasionally vary depending on the School Calendar, requiring attendance at occasional School events at weekends (e.g. annual Speech Day).
- Proven successful decision-making skills.
- Good time-keeping.
- Comfortable with basic IT skills (e.g. e-mail and managing and on-line calendar), and/or willingness to undertake training if required.
- Excellent interpersonal skills with the ability to communicate effectively.
- Enthusiasm, energy and commitment.
- Flexible approach to role.
- Positive references, demonstrating loyalty and commitment.

Desirable

- Previous training in industry-specific skills welcome.

Experience

Essential

- Experience of professional house-keeping in a large or commercial setting.

Desirable

- Experience of leading and supervising a team.
- Experience of a hospitality setting.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.