



GORDONSTOUN

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DOMESTIC SERVICES SUPERVISOR

Reports to: Domestic Services Supervisor

Job Purpose: The Domestic Services department is fundamental to the smooth running of Gordonstoun School. With more than 50 buildings, a dozen of which provide sleeping accommodation, the estate covers 200 acres in total. The Domestic Services Supervisor is responsible for leading and supervising a diverse team over numerous shift patterns and locations. This is ultimately ensuring that the right person is in the right place at the right time.

Grade & Working Hours: 2ASP, Monday to Friday, 7:00am–3:00pm, working 7.5 hours per day. In addition, you will be required to work a **4-hour Saturday shift (8:00am–12:00 noon) once every four weeks.**

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

Lead and supervise the Domestic Services cleaning team

- Supervise a team to guarantee that the cleaning team are cleaning areas to an agreed schedule and to the required standard.
- To be responsible for ensuring that all teams are correctly staffed.
- To be conscientious with communication with all staff, to ensure it is done in a timely and thoughtful manner.
- Carry out initial training of new members of the team, complete annual team appraisals, and also CPD for existing members.
- Undertake cleaning duties as part of the cleaning team (when required)
- Record team attendance/absence and report weekly.
- Monitor the consumption of cleaning materials and equipment.
- Ensure cleaning equipment and materials are safely maintained and stored.

- Ensure staff comply with health and safety legislation, School policy and good health and safety working practices.
- Assist with arrangements for the moving of furniture and other items of equipment as necessary, to allow effective deep cleaning.
- Liaise with various departments regarding service requirements.
- Constant appraisal of cost

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	Working knowledge of Microsoft	- NVQ Cleaning Level 1(or equivalent) - Supervisory Competence	Documentary evidence
Knowledge	- Knowledge of health and safety management and risk assessments. - Sound knowledge of housekeeping techniques - Excellent communication skills	Good knowledge of cleaning techniques, materials and chemicals	Application form/Interview
Skills and Experience	- Ability to carry out a range of administrative tasks - Supervisory experience - Ability to manage budgets	Experience in supervising a team in a Domestic Services environment	Application form/Interview
Personal skills and qualities	A positive, flexible approach to the job and work colleagues	- Willing to work flexibly - Ability to meet deadline and prioritise workload	Application form/Interview
Child Protection	- Suitable to work with children - A full PVG check will be completed on the successful candidate	Experience of working with children and young people	References