



Fettes College

Housekeeping Supervisor



An opportunity has arisen for an experienced Housekeeping Supervisor to supervise those providing a comprehensive cleaning and waste removal service at Fettes College.

The Role

Reporting to the Head of Housekeeping, the Housekeeping Supervisor will carry out the following duties:

Key Responsibilities

1. Ensure all Health and Safety and COSHH obligations are met by the team and any breaches highlighted to the Head of Housekeeping as a matter of urgency.

2. Day to day supervision of all cleaners, ensuring timely attendance, proper use of breaks and correct implementation of College policies and procedures, eg accident reporting, sickness reporting, holiday requests, etc.
3. Allocate staff resource effectively during periods of absence or holiday.
4. Ensure that the cleaning of prescribed areas throughout the College Campus is carried out to a satisfactory standard, creating a clean, safe environment for all.
5. Maintain excellent working relationships with the Housekeeping team to retain clear and easy communication with all.
6. Liaise with Department Heads/House Staff to ensure cleaning standards are being maintained, schedule of cleaning is being adhered to and address any concerns.
7. Regularly monitor and audit cleaning staff's quality of work.
8. Investigate issues/complaints and take appropriate corrective action, in conjunction with the Head of Housekeeping.
9. Respond to stock requests, organising delivery (via Janitorial Team)
10. Check and report any equipment issues, eg broken, maintenance, service, replacement.
11. Provide training and guidance to new and existing cleaners, when required.
12. Contribute to efficiencies and improvements in department, by making recommendations.
13. Monitor and respond to emails – direct to self and those to housekeeping@fettes.com.
14. Raise work requests via FRED.
15. Attend and contribute at staff meetings.
16. Contribute to departmental reporting as required.
17. Ensure the security of all buildings when staff are cleaning and the safe custody of keys and door codes.
18. Where necessary, provide cover for absent cleaners.
19. Carry out any other reasonable and related duties as required by the Head of Housekeeping.

Person Specification

Qualifications and Skills

- Relevant experience to carry out duties competently;
- Able to work on your own and in a team environment;

- Responsible, punctual and organised;
- Awareness of relevant Health and Safety legislation.
- Good eye for detail;
- Previous experience in a similar role

Personal Qualities

- Personable and approachable with a helpful attitude;
- Passionate with a “can do” attitude;



Benefits

This is a permanent full-time role, working 6 am to 2 pm Monday to Friday with 2 unpaid 30-minute breaks, with 2-3 hours on Saturdays in busy periods. Flexibility around these is required with 1-2 back shifts (12.30 pm to 8 pm) required per month and some Sundays in busy periods. You will be required to work in supporting key calendar events.

Annual Salary: Up to £21,000 depending on experience

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Free parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.

Application Process

The closing date for applications for this role is **Wednesday, 7th June 2023**. Interviews will be held in the w/c Monday, 12th June 2023.

To apply please go to our website and follow the link for this vacancy:

www.fettes.com

Our Head of Housekeeping, Lukasz Smolarek is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with Lukasz.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are keen to welcome applicants from diverse backgrounds into our staff body. If you would like a friendly conversation with an employee who identifies as an ethnic minority, please feel free to contact Sara Medel Jiménez (s.medeljimenez@fettes.com) who will be happy to share her experience of Fettes.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's

school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

