



GORDONSTOUN

Broader experiences, broader minds.

Domestic Services Supervisor

Reports to: Domestic Services Supervisor

Job Purpose:

The Domestic Services department is fundamental to the smooth running of Gordonstoun. With more than 50 buildings, a dozen of which provide sleeping accommodation, the estate covers 200 acres in total. The domestic services comprise of 26 staff split into Teams of 8 and requires a high degree of coordination with other supervisors. A major change programme is underway within the team at Gordonstoun, designed to improve the systems to lead to better efficiency and ultimately the right person being in the right place at the right time.

Grade: 2AN

Working Hours:

Mon - Fri 6am until 2pm (7hrs) and one 4 hour shift on a Saturday every 3 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:

- I. **Lead and manage a Domestic Services cleaning team**
 - a. Supervise the cleaning team to ensure areas are cleaned to an agreed schedule and to the required standard.
 - b. Undertake cleaning duties as part of the cleaning team.
 - c. Record team attendance/absence and report weekly.
 - d. Monitor the consumption of cleaning materials and equipment.
 - e. Ensure cleaning equipment and materials are safely maintained and stored.
 - f. Assist the Senior Domestic Services Supervisor in managing staffing levels and ensuring business variations are considered when planning tasks.
 - g. Ensure staff comply with health and safety legislation, School policy and good health and safety working practices.

- h. Assist with arrangements for the moving of furniture and other items of equipment as necessary, to allow effective deep cleaning.

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> Working knowledge of Microsoft 	<ul style="list-style-type: none"> NVQ Cleaning Level 1 (or equivalent) Supervisory Competence 	<ul style="list-style-type: none"> Documentary evidence
Knowledge	<ul style="list-style-type: none"> Understanding the principles of health and safety including COSHH Ability to communicate in a clear, concise manner 	<ul style="list-style-type: none"> Good knowledge of cleaning techniques, materials and chemicals 	<ul style="list-style-type: none"> Application form/Interview
Skills and Experience	<ul style="list-style-type: none"> Ability to carry out a range of administrative tasks 	<ul style="list-style-type: none"> Experience in supervising a team 	<ul style="list-style-type: none"> Application form/Interview
Personal skills and qualities	<ul style="list-style-type: none"> A positive, flexible approach to the job and work colleagues 	<ul style="list-style-type: none"> Willing to work flexibly Ability to meet deadline and prioritise workload 	<ul style="list-style-type: none"> Application form/Interview
Child Protection	<ul style="list-style-type: none"> Suitable to work with children A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> Experience of working with children and young people 	<ul style="list-style-type: none"> References