



ST. EDWARD'S OXFORD

DOMESTIC SERVICES SUPERVISOR **FOR APPOINTMENT AS SOON AS POSSIBLE**

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website

<https://www.stedwardsoxford.org/>.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

About the Domestic Services Department

The Domestic Services Department is a busy department, responsible for all cleaning throughout the School. The department is made up of approximately 75 School Cleaners, 3 Supervisors and is overseen by the Domestic Services Manager & Lets Co-ordinator.

About the Role

The Domestic Services Supervisor will provide support and assistance to the Domestic Services Manager & Lets Co-ordinator to ensure that cleaning duties are carried out throughout the School premises in an effective and efficient way.

Main Responsibilities

- To ensure that cleaning staff adhere to School policies and legislation regarding cleaning, hygiene and health and safety. This will include monitoring and auditing staff performance and discussing any resulting issues with the Domestic Services Manager & Lets Co-ordinator.

- To assist the Domestic Services Manager & Lets Co-ordinator to identify, report and investigate any damage or maintenance issues which come to light in the course of their duties.
- To communicate regularly regarding housekeeping, staffing and legislative issues with the Domestic Services Manager & Lets Co-ordinator, the cleaners and building users.
- To assist the Domestic Services Manager & Lets Co-ordinator with training of new staff and to act as a mentor to staff joining the School's Services team.
- To assist the Domestic Services Manager & Lets Co-ordinator with all aspects of the School's letting programme.
- To carry out routine stock checks of cleaning stores, linen and other bedding items to ensure that appropriate stock levels are maintained to carry out safety checks of cleaning equipment as required.
- To adopt a hands-on approach when appropriate: this may include cleaning duties, use of specialist equipment and occasional cover of the facilities reception.
- To supervise and participate in deep cleaning schedules, as required.

(This is not an exhaustive list of duties and the post-holder should expect variances in job content to help achieve the efficient running of the School's facilities).

Start date

We would like the successful applicant to start work as soon as possible.

Hours of work

This is a full-time position, working 40 hours per week. Details of the required working hours are as follows:

- Monday to Friday 6.00am – 2.30pm (including a 30-minute unpaid break) 8 hours

The School is a 24-hour operation and a highly flexible approach towards hours of work is required. Working hours for Domestic staff vary, with many beginning work early in the morning. Manager and Supervisors will need to work together to provide cover for cleaning hours. Hours of work will also depend on letting schedules and other uses of School facilities. Commitments may involve some unsocial working hours, especially at times of intense letting activity.

Salary

We are offering a competitive salary.

Holiday

Paid holiday entitlement is 25 days during the holiday year, which runs from 1st September to 31st August, plus bank holidays. Bank holidays which fall within term-time may well be working days, for which time off in lieu will be given. Holiday must be taken by agreement with the Domestic Services Manager & Lets Co-ordinator, to suit the working patterns of the School year.

Sickness benefit

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is to 30 days at full pay in any consecutive 12-month period.

Probationary period

The appointment is subject to a probationary period of three months.

Pension

The post holder is entitled to membership of the School's pension scheme for non-teaching staff.

Notice Period

During the probationary period, employment may be terminated by either side with one week's notice. Subsequently, the minimum period of notice required is one month.

Miscellaneous non contractual benefits

- Free meals are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

About the Candidate

Person Specification Characteristics	
A minimum of one year's supervisory experience	Essential
Experience of COSHH, health & safety and manual handling within a cleaning environment	Essential
Previous experience in a similar role or supervisory training	Desirable
NVQ in Cleaning and Support Services	Desirable
The ability to be flexible in approach and working hours to meet the demands of the position as well as willingness to carry out a variety of tasks	Essential
A good command of the English Language (spoken and written)	Essential
IT literacy, including proficiency in the basic functions of Microsoft Word and Excel	Essential
The ability to work well as part of a team and also show independent initiative	Essential
A smart appearance and professional manner	Essential
A high level of self-motivation with the ability to work well under pressure	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after applying and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Domestic Services Manager & Lets Co-ordinator, Paul Coles by email: colesp@stedwardsoxford.org.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.