



CHELTENHAM
LADIES'
COLLEGE

FULL-TIME DOMESTIC SUPERVISOR

VACANCY INFORMATION





INTRODUCTION

Thank you for your interest in a position at Cheltenham Ladies' College. In this booklet you will find details about the job, department, salary, terms and benefits that would apply to you in this role. If you would like to know more about College, please visit our website www.cheltladiescollege.org

If you have any questions, please contact the HR Department on 01242 707308 or by email on HR@cheltladiescollege.org. The HR department is open from 8.00am to 5.00pm, Monday to Friday.

We look forward to receiving your application in due course.

Closing date of application is Friday 27th October 2017 at 12:30pm.

Interviews are expected to take place week commencing 6th November 2017.

THE VACANCY

Here at Cheltenham Ladies' College you will be part of a large and friendly community of professionals who support our girls' education and experience. Out of a total of approximately 650 staff, around 400 are in non-teaching roles, which means you'll join a significant team that keeps College running smoothly every minute of the day.

We are looking for enthusiastic and well-motivated Domestic Supervisor to join our team in delivering a full range of cleaning services at our new Health and Fitness Centre.

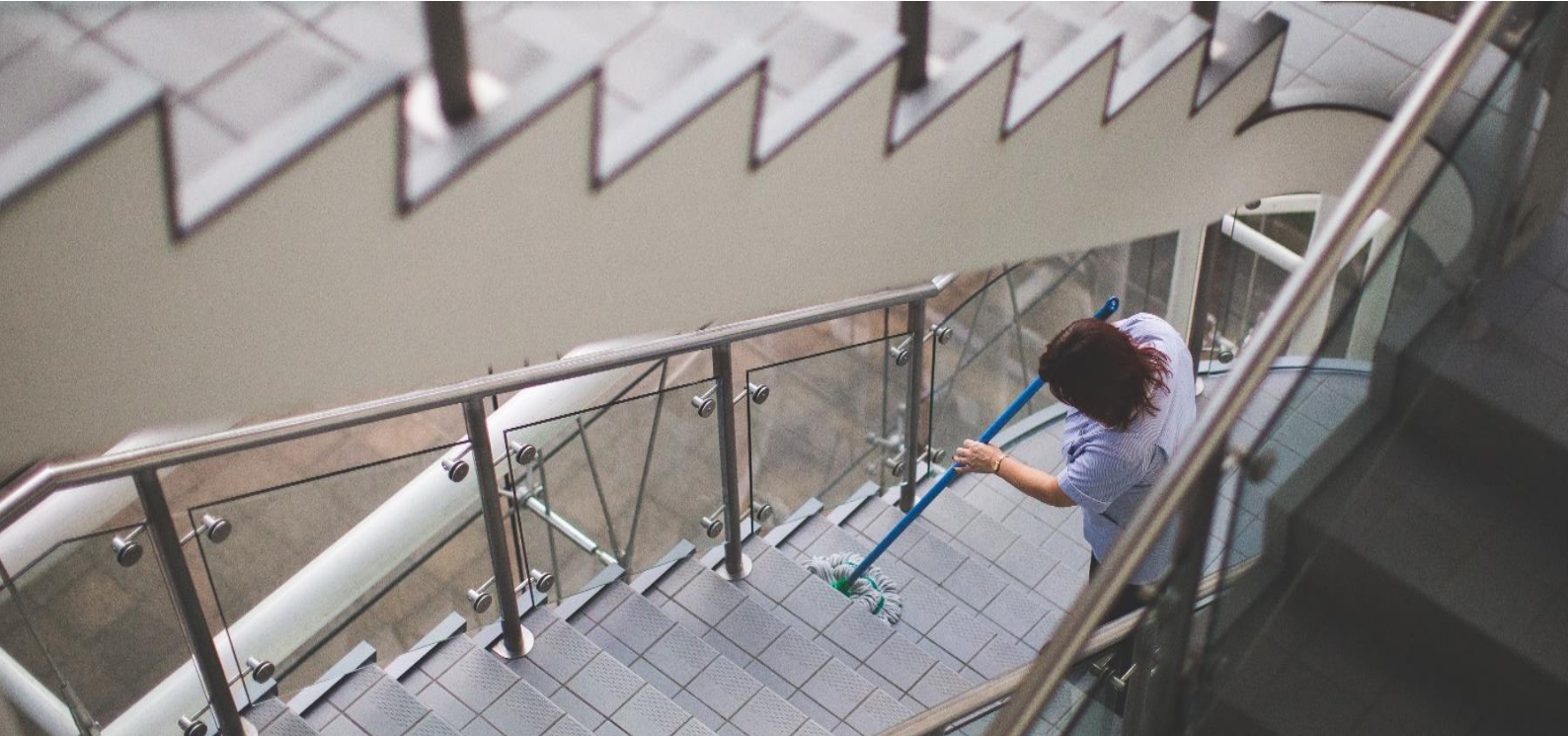
The Health and Fitness Centre is open to both the pupils of Cheltenham Ladies' College and members of the public and therefore the work of the Domestic Services Team is an integral part of the operation.

You will be responsible for leading a team to clean to a high standard and will be an effective team player.

Full-time, permanent

£8.52 per hour (circa £17,200 per annum)

39 hours per week, Monday to Friday 10am to 5pm (shifts may differ depending on business needs). Saturdays / Sundays on a rota basis.



DEPARTMENT DETAILS

At College we aim to embody excellence, independence and empowerment in the education of young women. We have a 36-acre dispersed estate in the centre of Cheltenham, including a single main teaching site in close proximity to the day and boarding houses which are located in nearby residential areas. Our Domestic Services team is committed to delivering the highest level of expertise and quality cleaning service, across all of College sites. These include, the Main Campus, all of our Boarding Houses, the Day Girl Houses, the Performing Arts Centre, as well as the Sports Centre.

Our sustainable approach is aimed at minimizing waste, energy, and water use, in order to help preserve the environment for future generations. We use ecological cleaning products, which are toxin free, being more effective and safer to use than a multitude of chemical cleaners currently available.

We have an In-House Laundry Department who are responsible for the laundering of all of the girls washing, which includes, Uniform, Mufti, Sports Kit, Towels and Bedding. Anyone joining can expect a friendly welcome. There are approximately 65 full and part-time staff in the Domestic Services team, who are treated as valued members of College. Typically, you will be appointed to a particular house or location, however we may ask to you work at different locations depending upon needs. You will receive continual training to assist with your personal and professional development.

Domestic Supervisor – October 2017

JOB DESCRIPTION

To support the role of the Domestic Services Manager who is responsible for ensuring that Health & Fitness Centre is effectively and adequately cleaned to a high standard to enable College to maintain its standing as an independent school with a reputation for academic excellence.

Key duties and responsibilities

Supervision of Domestic Staff which includes:

- Identify and deliver the correct training according to Domestic Staff; maintaining records
- Deliver induction training and refresher training
- Check cleaning standards within the Health & Fitness Centre
- Be fully conversant with the geography, needs, working plans and timings of the Health & Fitness Centre.
- Keep clear notes, following checks;
- Provide back-up administrative support to the Domestic Services Manager.

Operational Duties:

- Carry out duties which ensure the cleaning services comply with Health and Safety regulations e.g. ensure cleaning machines are operated safely, ensure COSHH regulations are implemented;
- Provide cover for other domestic staff in their absence
- Ensure adequate staffing to provide for external lettings and College functions as appropriate.

Physical requirements

- Must be able to walk between estate buildings and use stairs
- Must be able to carry domestic cleaning equipment



PERSON SPECIFICATION

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

E = Essential
D = Desirable

KNOWLEDGE, SKILLS AND EXPERIENCE

- Email Conversant E
- Microsoft Office Conversant
- Knowledge of COSHH D
- Good IT Skills and willing to update these as the role requires

PERSONAL QUALITIES

- Calm under pressure E
- Good interpersonal Skills
- Possessing determination, Drive, Stamina and enthusiasm
- Flexible Approach, adaptable and open to new ideas
- Able to direct staff to achieve the required cleaning standards

Committed to the safeguarding of children E



BENEFITS OF WORKING AT CLC

PENSION SCHEME: College currently offer a contributory pension scheme through Zurich with 5% employer / 5% employee contributions

WELLBEING: Membership of our Sports Centre is available at minimal cost for yourself and at a reduced rate for your family. Facilities include a pool, fitness suite, sports hall and tennis courts. Yoga and Pilates exercise classes are available after work and at lunchtime at no cost. An Employee Assistance Programme gives staff access to a free and confidential counselling service

CYCLE TO WORK SCHEME: Providing a tax-free salary sacrifice scheme

CHILDCARE VOUCHERS: Offered by Kiddivouchers through a salary sacrifice scheme

DISCOUNTED FEES: A two-thirds discount on College day fees (or pro-rata if you work part-time)

PROFESSIONAL DEVELOPMENT: College supports continuous professional development

SUBSIDISED RESTAURANT: Use of a subsidised restaurant. Other refreshments are available at no cost

LIBRARY: College has two libraries and all staff become a full borrowing member on joining

EVENTS: Access to College and other sponsored events

SAFEGUARDING

You will be required to become familiar with College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.

You will be asked to read and understand the following documents: Child Protection Policy, Staff Code of Conduct, Keeping Children Safe in Education (KCSIE) and Relationships between Adults and Girls in College. All staff undergo mandatory training on the safeguarding arrangements in College that covers the Child Protection Policy

and the identity of the Designated Safeguarding Lead.

All employment offers are made subject to checks in line with the Independent Schools Inspectorate. These include (some of which are dependent upon the role and the individual) the following: clearance from the Disclosure and Barring Service, Barred list/List 99 check, DfE barred list checks, overseas police check, evidence of identity and right to work in the UK, satisfactory references, previous employment history check, medical clearance, evidence of qualifications.



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