



Chetham's
School of Music

JOB DESCRIPTION

Job Title:	Deputy Domestic Services Manager
Responsible to:	Domestic Services Manager
Hours of work:	Core hours are 35 hours per week, between 08:00 – 17:30 hours Monday to Friday, as agreed with Line Manager. Some weekend work may be required with prior notice.
Holiday entitlement:	The role is a 52 week position and the post holder will be entitled to annual leave of 28 days including bank holidays.

JOB SUMMARY:

To work as part of the Domestic Services Team in providing an efficient and high-quality service to all public, academic and residential areas of the School. To ensure a clean, safe environment for students, staff and visitors to Chetham's School of Music.

RESPONSIBILITIES & DUTIES:

To work as part of the Domestic Supervisory team in organising the duties of Domestic staff, in particular, although not exclusively, the Domestic Porters. This will include organising cover for domestic staff absences, whether by utilising existing staff hours or by arranging the distribution of overtime hours.

To ensure the Timekeeping of staff is monitored and recorded accurately, counsel staff where there are problems and report any continued concerns to the Domestic Services Manager.

Have an overview and help to maintain office records as necessary, including Budgets, Sickness and Overtime records.

To ensure domestic duties are carried out according to agreed rotas and required standards. Where necessary, to take remedial action, including assisting in staff training.

To assist the Domestic Services Manager in the evaluation of new cleaning equipment and chemicals giving consideration to budgets.

To assist the Domestic Services Manager in the compilation of Domestic Work Schedules, in liaison with service users.

To act as liaison between Management and Domestic Services staff in implementing departmental and School policies.

To assist the Domestic Services Manager in overall management responsibilities including the monitoring of services provided by external contractors.

To evaluate these services and in liaison with the Domestic Services Manager, review suppliers.

To assist the Domestic Services Manager in the administration of Domestic floor cleaning equipment, including the arranging of breakdown and service visits, record keeping and

In liaison with the Domestic Supervisors, ensuring that equipment is maintained in a clean and safe condition.

To ensure that re location of furniture and equipment for External Lettings are carried out according to the information supplied by the Events Co-ordinator on the 'Artifax' system.

To deputize for the Domestic Services Manager in the event of holiday or sickness.

To ensure that domestic staff work in a safe manner according to the Health & Safety policy of the School and of the Domestic Services Department.

To undertake any other duties which may fall within the remit of this job but which are not listed above.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.



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PERSON SPECIFICATION – Deputy Domestic Services Manager

Qualifications

Clean Driving Licence	Desirable
COSHH	Essential
GCSE A-C or Equivalent in Maths	Desirable

Knowledge and Experience

Proven experience within a Supervisory role	Essential
Previous experience of working with cleaning equipment and materials	Essential
Previous experience of working within a multifunctioning environment	Essential
Previous training experience	Desirable
Experience of cleaning requirements within a historic building	Desirable

Skills

The ability to communicate effectively at all levels	Essential
Good organisational skills	Essential
Ability to operate in a safe manner	Essential
Ability to operate cleaning machinery	Essential

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date:

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service Reg. Charity No: 526702