Chetham's
SCHOOL OF MUSIC

JOB DESCRIPTION

Job Title:	**Housekeeping Supervisor**
Responsible to:	Housekeeping Manager
Responsible for:	Housekeeping Team Leaders
Salary:	£24,442 (Scale Point 15)
Hours of work:	Between core hours of 7.00am – 6.00pm Hours to be agreed in consultation with Housekeeping Manager Monday to Friday & Weekends when required. 37.5 hours per week.

Context

Founded in 1653, Chetham's comprises three charities: Chetham's School of Music, Chetham's Library and Chetham's Hospital, all based on one site in the heart of Manchester city centre. The School is an independent boarding school for over 300 students aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff and boarding staff.

Main Purpose of Role:

The deployment and supervision of Housekeeping Assistants in the most efficient and effective manner to ensure a high standard of cleaning is delivered throughout the school.

Main Responsibilities and Duties

In conjunction with the Housekeeping Manager / Deputy Housekeeping Manager, to plan and allocate staff work schedules for all areas of the school.

To supervise and direct Housekeeping staff, ensuring work is carried out to the standard required, according to the work schedules, and to identify any problems, reporting back to the Housekeeping Manager,

Ensure all keys are securely controlled and accounted for and the security of the school site is maintained.

Report absence and sickness issues to the Housekeeping Manager, taking steps to ensure that any areas of work affected are covered.

Ensure that adequate supplies of cleaning materials and equipment are available to staff as required.

Check the condition of cleaning equipment and report defects as appropriate.

Maintain daily communication with House Staff, Heads of Department and the Housekeeping Management team, ensuring all concerns and problems regarding the use of facilities are reported and discussed, with particular attention to be paid to any student welfare issues such as unusual or unacceptable behaviour, illness or distress.

Ensure repairs and damages are reported quickly and accurately to the Estates team using the reporting system. Maintain ongoing checks on outstanding repairs, reporting any delays or problems to the Housekeeping Manager.

To assist Housekeeping Management in the planning and organising of the changeover from a term-time Housekeeping service to vacation lettings.

Liaise with external contractors during site visits to service and maintain housekeeping equipment.

To report on all accidents with reference to the Health & Safety at Work Act (1974) and COSHH Regulations. To ensure that all cleaning methods and procedures are safe, and that Housekeeping staff comply with all Health & Safety legislation, and school policies.

To provide training in cleaning techniques to Housekeeping staff as necessary. Ensure Housekeeping staff adhere to the departmental uniform policy, including the wearing of name badges and ID passes.

To remain up to date with the School and Housekeeping Department policies and to ensure their implementation.

To deputise in the event of the Housekeeping Manager and/or Deputy Housekeeping Manager being unavailable in order to help maintain an efficient service to the school.

To provide comprehensive cover in periods of understaffing as required, to be prepared to undertake Housekeeping duties, including weekend duties to ensure continuity of service.

To be willing to undergo any necessary training.

Other duties may be required, which although not listed in this Job Description, fall within the remit of this post.

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.

Employee's name .....

Employee's signature .....

Date. ……