OUNDLE
School

Domestic Team Leader

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

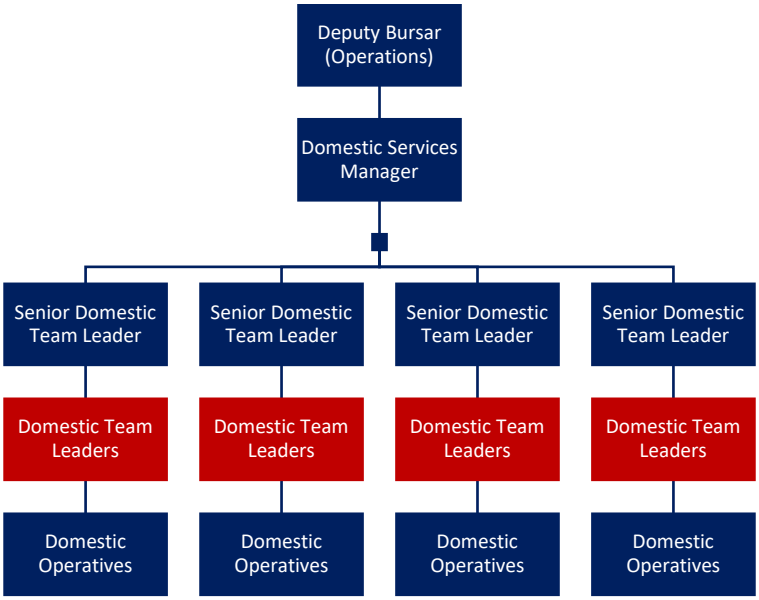
About the role

The DTL is responsible for: the routines as specified in the SLA, the Specific Operating Procedures (SOPs) that apply to their House or Area and for recording and reporting staff attendance, working supportively across the team to ensure the best deployment of staff and motivating the team.

The Domestic Team Leader (DTL) is an integral member of the Operations team and will work with the Matron and Housemaster / Housemistress (Hsm) in a boarding House or the Head of Department to ensure their House or facility meets the standards specified in the Service Level Agreement (SLA). The role of the DTL is a hands-on working role and is responsible for leading a team of between five to eight Domestic Operatives (DOs), reporting functionally to a Senior Domestic Team Leader (SDTL). In addition to the mandatory training requirements, a DTL benefit from skills developed through a School wide management and supervisory skills programme, learn and develop Health and Safety aspects for the role, gain further knowledge of Oundle School Handbook Policies, and coach DO's in Safer Systems of Work in cleaning and laundry duties.

The DTL works during both term time (including pre and post term) and also during the Enterprise Lets periods during School holidays when groups outside the School use the facilities, to ensure the fabric and cleanliness of the School is maintained in accordance with the SLA, irrespective of the occupants. This role provides vital continuity for the House throughout the year.

Working within the Operations team, the role holder will report to a Senior Domestic Team Leader, and is responsible for a group of Domestic Operatives.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Operational Responsibilities

- Deliver high-quality cleaning standards by undertaking cleaning duties for approximately one third of the working day.
- Be an additional resource within your location or across the School to cover for absences of DOs and other DTLs at the discretion of the management team for a further third of your working day, or continue in your working location as necessary.
- Ensure compliance with the School's Service Level Agreement (SLA), safeguarding expectations, and the Health and Safety at Work etc. Act 1974.
- Provide flexible support across the School to cover staff absences and maintain continuity of service, ensuring cleaning, hygiene and safety requirements are met.
- Ensure all cleaning, hygiene and accommodation-related tasks are completed safely and in accordance with COSHH regulations and approved methods.
- Launder items as instructed, and guided by care labels, when working in the School Laundry or in a Boarding House laundry ensuring all items are cleaned effectively and appropriately.
- Assist with the collection, delivery and storage of laundry throughout the School.
- Take care of equipment ensuring it is in good working order to ensure safety, cleanliness and longevity of equipment.
- Undertake sewing tasks and minor repairs to support boarding and operational needs.
  Be responsible for chemicals and other consumables within the House or Area, ordering supplies as required on a timely basis and taking responsibility for stock management.

Management Responsibilities

- Day to day operational oversight of a team of (up to six) Domestic Operatives in your area of responsibility, including wellbeing, statutory and mandatory compliance, task allocation and quality control.
- Responsibility for setting safe working practices and expectations for Domestic Operatives to ensure safe and consistent delivery of services aligned with the Health and Safety at Work etc. Act 1974, National Minimum Standards for Boarding, Oundle School policies and procedures and the Staff Code of Conduct.
- Complete administrative responsibilities including rotas, record-keeping, training logs and compliance checks.
- Be an additional resource within your location or across the School to cover for absences of DOs and other DTLs at the discretion of the management team for a further third of your working day, or continue in your working location as necessary.
- Be responsible for local induction, training and mentoring, including but not limited to: safe systems of work, infection control, COSHH awareness and the departmental manual.
- Monitor team performance, conduct probation reviews, OPDR reviews and hold regular 1:1s.
- Conduct informal performance and absence conversations, with formal matters escalated to as required.
- Keep line management informed of any personal/staff RA requirement and advise and compile RAs with line-manager accordingly. Carry out review meetings in line with RA timelines and assist with provision of equipment to assist with RA recommendations. Manage staffing within the location to take account of any RA requirements whilst maintaining compliance with the SLA.
- Oversee Standard Operating Procedures for the House/Area and ensure staff compliance.

Relationship and Collaboration

- Liaise with Senior Domestic Team Leader about operational issues within the department, supporting other areas or Houses as appropriate/needed.
- Be the point of contact and stakeholder representative of Domestic Services for the Matron, Hsm and / or departmental leads, meeting with them regularly and liaising about the best solutions for their areas.
- Be part of the DTL team within Domestic Services, contributing to the department and its development, attending team meeting and implementing instructions to the team and locations as directed by the DSM or Deputy Bursar.
- Manage the relationship with the Maintenance Operative and other members of the Estates team to ensure that issues are reported and resolved relating to repairs, maintenance, defects and so on to ensure a safe environment for pupils and residential staff.
- Support School-wide operations and contribute to wider service teams.

Health and Safety Responsibilities

- Ensure compliance with the relevant H&S regulations, including CoSHH (chemical use, compliance with Safety Data Sheets/PPE regulations).
- Ensure compliance with infection control policies.
- Manage incident reporting for the House or Area in line with the School's incident reporting process.

- Induct new staff to the House and Area General RA, and review periodically (at least annually) through regular team/briefing manual/tool box talks
- Act as a Fire Warden in your area of work, completing the relevant training as directed by the H&S Manager.

Other Compliance Responsibilities

- Be aware of and work towards compliance with the National Boarding School Standards which sets out the standards which promote and safeguard the welfare of all boarders.
- Work as part of the DTL team to support and liaise with colleagues in other Houses or areas.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Good level of general education or equivalent work experience	•	
Relevant qualification, either vocational or management, such as, but not limited to: NVQ Level 2, British Institute of Cleaning Standards.		•
First Aid Qualification		•
Health and Safety qualification such as IOSH		•
Skills & Experience	**Essential**	**Desirable**
Experience of cleaning methods	•	
Experience of working within a team	•	
Experience of managing a team		•
Experience of working with laundry and or clothing care and good sewing skills		•
Experience of training staff		•
Experience of COSSH principals applied to cleaning		•
Experience of using cleaning machinery		•
Experience of infection control methods and principles		•
Experience of using MS Office, including Word, Excel and Teams	•	
Experience of working in a school		•
Experience of acting as a Fire Warden		•
Personal qualities	**Essential**	
Good interpersonal skills and a strong sense of teamwork	•	
Supportive and constructive with colleagues	•	

Ability to communicate effectively, verbally and in writing where appropriate, at all levels within the organisation	•
A flexible approach to working hours including the occasional evening and weekend working by arrangement	•
Able to prioritise and work under pressure	•
Customer focused	•

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 1st January 2027.
- **Contract:** Permanent.
- **Working weeks:** This role is to work 41.4 weeks per annum (paid for 47.21 weeks, to include entitlement to holiday pay).
- **Hours of work:** 40 hours per week.
  06:30am – 8:30am, 09:00am – 12:30pm, 13:00pm – 14:30pm Monday to Friday, and a Saturday 7:30am – 12:30pm.
  You are entitled two half hour meal breaks at 8:30am and 12:30pm. All meal breaks are non-working hours and unpaid.
- **Salary:** £25,965 actual (£28,600 FTE). You will be paid each month through the year.
- **Holidays:** 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is 30 November 2026, 9am.
Interviews will be held on 8 & 9 December 2026.

If you have any questions about the role, please contact:

Human Resources
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: opportunities@oundleschool.org.uk / Tel: 01832 277193