

UPPINGHAM

1584 Forward

Role Description

Job Title: Domestic Team Leader
Reports to: Assistant Operations Manager

Uppingham School is an independent co-educational boarding and day school for 11 to 18-year-olds, located in the beautiful market town of Uppingham in Rutland.

Uppingham School employs around 600 full-time and part-time staff in both teaching and support roles.

The School offers a vibrant, supportive and stimulating environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from finance, marketing and IT to buildings maintenance, catering and healthcare. Our 800 pupils are accommodated in 16 houses, taught by 24 academic departments. They participate in a multitude of extra-curricular activities throughout the year, from sports and music to drama and expeditions. In term-time the School operates seven days a week.

Uppingham is a vibrant, stimulating, energetic and forward-looking school. Our community is made up of talented people offering a diverse range of experiences. We welcome applications from candidates who are both experienced and new to working within the independent education sector.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job purpose

To supervise and be responsible for all cleaning activities within academic buildings across the school and to lead a team of Domestic Cleaners to provide a sufficient cleaning service to the highest of standards. To ensure cleaning standards are maintained, applied consistently, and developed further and staff are suitably trained to maintain standards both internally and in line with any applicable regulations and legislation. Maintain a close working relationship with the Assistant Cleaning Manager, as the job will require working together on a number of tasks and activities.

Responsibilities

To work under the direction and guidance of the Assistant Operations Manager to carry out the following tasks:

1. Be courteous to colleagues and pupils and provide a welcoming environment to parents, contractors, conference delegates, and other visitors.
2. Work independently to complete the daily/weekly tasks assigned by your line manager to a high standard.
3. Organise cleaning schedules of work areas for cleaning staff to accomplish high standards. To amend schedules of work as required, including for periods of staff absence, preparing for the start or end of terms, or visiting parents.
4. Provide induction training for new staff members, continue coaching, mentoring, motivating and appraising staff members to ensure their performance is maintained at a high standard.
5. Undertake checks of cleaning standards in work areas of central buildings, providing feedback to individual staff members, and escalating to your relevant line manager where required.
6. Monitor, control and distribute cleaning product stock.
7. Report equipment faults and act appropriately to ensure faulty equipment is not used until repaired or replaced.

UPPINGHAM

1584 Forward

8. To report staff absence accordingly and undertake return to work interviews.
9. Support and organise domestic staff during Buttery service.
10. Comply fully with Health & Safety and Hygiene regulations and Infection Control guidelines, best practice, regulations, and the School Health & Safety Policies and guidance, including:
 - a. Chemical safety (COSHH)
 - b. Comply fully with, ensuring, for example, the wearing of protective clothing as required.
11. Ensure that issued uniform is always worn, and is kept fresh, clean and presentable.
12. Attend professional training as required.
13. As well as keeping up to date with online training.
14. Individual areas may be changed or assigned on a rotational basis, and you may be required to assist colleagues in another area.
15. To promptly and efficiently carry out other ad hoc tasks as required.

Qualifications, skills and experience, personal qualities required

Skills and Experience

- Previous supervisory experience
- Previous cleaning experience
- Knowledge of cleaning procedures
- Effective communication skills
- Reasonable numeracy and literacy
- Ability to organise workload and balance priorities to meet deadlines
- Excellent attention to detail
- Knowledge of health & safety requirements (desirable)
- An understanding of COSHH (desirable)
- Previous experience of using industrial cleaning equipment (desirable)

Personal Qualities

- Friendly and approachable
- Ability to work with minimum supervision
- Ability to work with others
- Sets high standards of work
- Good time keeping
- Ability to deal with colleagues, pupils and parents in a pleasant and helpful manner

Terms and Conditions

Working hours

Working 6 days per week, we have various shift patterns between 32.5 to 36 hours per week:

- 5.25 hours per day, from 8:30am to 2:25pm. This role is for 36 weeks per year, plus an additional 105 annual clean down hours.
- 5.25 hours per day, from 8:30am to 2:25pm, 52 weeks per year.
- 36 hours per day, from 6:00am to 12:30pm, 52 weeks per year.

Additionally, we have morning central cleaning positions across our teaching and office buildings available from 6am. Many of our staff combine various House and Central Cleaning roles.

UPPINGHAM

1584 Forward

Salary: £19,651.02 - £25,747.85 per annum

- **Benefits**

- Free Westfield Healthcare
- Free membership of dual-use Sports Centre (£25 annual joining fee)
- Free staff lunches in term-time
- School fee discount for children of Uppingham staff (pro-rated for part-time staff)
- Retail, gym, supermarket, cinema and restaurant discounts
- Cycle to work scheme
- Employee Assistance Programme
- Occupational Health Services
- Free annual flu jabs
- Recognised as a "Disability Confident" employer
- Recognised as a "Mindful" employer
- Favourable rates and terms with local nursery
- Complimentary staff ticket to selected School performances
- Discount at local coffee shop for Uppingham staff.

Pension scheme

Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead (DSL) or to the Headmaster.

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.