

**Job Description**

**Job Title: Housekeeping Team Leader**

**(Monday to Friday)**

**Department: Housekeeping**

**Accountable to: Housekeeping Manager**

**Responsible for: Day to day supervision of a Boarding House cleaning team**

**Purpose of the job:**

To oversee all cleaning and related activities throughout the boarding house to standards set by the Housekeeping Manager.

**The Stowe Group**

The Stowe Group comprises Stowe, Swanbourne House and Winchester House Independent Schools, situated on sites in Buckinghamshire and Northamptonshire. Between the three schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful landscape gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision.

**Vision & Ethos**

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre. The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group. Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

**Key Responsibilities and Accountabilities**:

● Day to day supervision of a team of domestic staff.

* To liaise with the Housekeeping Manager ensuring the delivery of service to the highest standards.
* To liaise with the House Matron regarding domestic service standards within the boarding house.

**Key Tasks:**

1. To establish priorities for tasks and deploy personnel to ensure priorities are met.
2. To conduct regular inspections to ensure equipment and products are being used appropriately and that they are fit for purpose.
3. To ensure that cleaning standards are met as agreed with the Housekeeping Manager.
4. To provide support to SEL to ensure the boarding accommodation is ready for the summer and Easter letting programmes.
5. To ensure the correct handling of cleaning materials.
6. To organise the cleaning staff in the Housekeeping Manager’s absence.
7. To conform to health and safety legislation and COSHH regulations and to be aware around the school of health and safety infringements, reporting incidents to the Housekeeping Manager.
8. To undertake any other ad-hoc duties as directed by the Housekeeping Manager.

**Hours:**

Normally Monday – Friday 9.00am – 12.30pm 17.5 hours per week, 52 weeks of the year.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: April 2022

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| **Specialist Skills & Experience** | * Practical. * Ability to manage time well. * Good communication skills. * Able to physically carry out the tasks associated with cleaning, including bending, moderate lifting and carrying cleaning equipment, such as vacuum cleaners. * Basic knowledge of cleaning chemicals, including their safe use. | ● Previous cleaning experience.  ● Strong leadership skills. |
| **Personal Qualities** | * Conscientious. * Able to work on own initiative or as part of a team. * Willingness to work with cleaning products and chemicals and wear appropriate protective clothing. * Committed to a high quality of service. * Good interpersonal skills to maintain good working relationships. * Awareness of the responsibilities of working in an environment with young people. |  |