



Domestic Supervisor Candidate Information Pack





The School

Monkton places “thinking differently” at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby is Monkton Prep with a separate Head but part of the same foundation.



The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

To support the Housekeeping manager in the day to day running and supervision of the Domestic Services team.

Responsible to

Housekeeping Manager and Domestic Services Manager.

Roles and responsibilities

- Supporting the Housekeeping Manager with the supervision of the day to day work of the Domestic cleaning / laundry Staff across the relevant campus in order to maintain standards and deliver a quality service.
- To organise the morning rotas.
- To contribute to Domestic cleaning and Laundry.
- Maintain up to date knowledge of all chemicals in use and training in COSHH Regulations.
- Responsible for carrying out all electrical checks and fridge checks and record keeping reporting to DSM.
- To assist the Housekeeping manager with the requirements of all external lets.
- Ensure good practice in all aspects of health and safety.
- Ensuring that the team undertake tasks in accordance with health and safety practices and procedures. Recording and reporting accidents/incidents involving domestic services staff.
- Checking and recording tasks being carried out by domestic cleaning /laundry staff.
- To attend all training as required by the DSM.
- Comply with all School policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include awareness of any specific hazards in the workplace and maintaining Health & Safety paperwork.



- To monitor and observe lone working practices.
- To report all maintenance defects fitments and the building fabric according to set procedures to the maintenance department.
- Report all furniture / curtain/ carpet defects to DSM.
- To assist with the delivering of training including health and safety to the domestic services team.
- Accompanying contractors for Domestic Services
- You will also be required to work the occasional Saturday to cover special functions.

Note:

The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	Awareness and understanding of Health and Safety (COSHH) regulations	√	
	Health & Safety qualifications		√

		Essential	Desirable
Experience	Previous team leader or people management experience	√	
	Previous experience working within Domestic/Site management departments		√

		Essential	Desirable
Knowledge & Understanding	Health & Safety and Child Protection	√	
	Understanding of HR Processes and Procedures	√	
	Safe working practices within a Domestic Services department	√	
	Excellent understanding and working practice of Health & Safety policies and procedures relating to Cleaning Services	√	



		Essential	Desirable
Skills	Leadership and people management	√	
	Ability to motivate and inspire people	√	
	Ability to prioritise own and the team's workload in line with school needs	√	
	Ability to identify and solve problems	√	
	Excellent Customer service skills including giving clear and concise communications for instruction and guidance, both written and oral	√	

		Essential	Desirable
Personal Attributes	Demonstrates the ability to work as a team player and encourage team working	√	
	Adopts a proactive approach in line with changing school requirements	√	
	Demonstrates the ability to promote positive working relationships and be able to communicate effectively with people at all levels	√	
	Awareness of the responsibilities of working in an environment with young people	√	
	Professional, friendly and polite with a strong customer service focus	√	
	Supportive and engaged with the school's Our Vision, Our Mission and Our Values	√	
	Ability to problem solve, recommend and implement solutions	√	
Full sympathy with the Christian ethos of the School			



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Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.