



Saint Felix School

Job Description – Domestic Services Manager

Saint Felix School, Southwold has been providing educational excellence for almost 125 years to children from Suffolk, Norfolk and further afield. Set in 75 glorious acres on the Suffolk coast, just minutes from the sea, this co-educational independent school caters for boarders and day pupils from the ages of 2 to 18 including international students from around the world.

There are approximately 320 pupils with roughly 80 in our three Boarding Houses.

Academic excellence is central to life at Saint Felix School and we encourage all pupils to aspire to the highest possible standards and to exceed their expectations. Our success is demonstrated by impressive examination results at GCSE and A Level. The vast majority of our leavers go on to Higher Education.

The Domestic Services Manager is responsible to the Headmaster. This is a newly created post and the aim is to ensure the School is compliant with relevant legislation at all times and is operating using best practice.

Saint Felix is part of the Inspired Learning Group (ILG).

Role Purpose

We are looking to appoint a Domestic Services Manager to take overall responsibility for the Domestic Services Team. You will be the main point of contact for school staff to liaise regarding cleaning requirements, events, lettings, school and boarding houses.

Line Management

Reports to: Headmaster

Key Interfaces: Head of Senior, Head of Prep, Head of Pre-Prep, Head of Boarding, Estates Manager

Staff Reports: Chef/Manager, transport, cleaners, matrons, housekeeping

Duties and Responsibilities

Domestic Services Manager

- Line manage the Domestic Services Supervisor
- Ensure all compliance requirements are being met in both the kitchens (HAACP, etc) and for cleaners (COSHH, etc)
- Ensure domestic services operate within budget, to standard and support the operational outputs of the school
- Ensure suitable cleaning arrangements are in place during holidays to support lettings and other requirements (deep cleans, etc)

- Maintain overall line management responsibility for caretaking, cleaning and laundry, ensuring that service delivery fully meets the School's needs in a professional, timely and cost-efficient manner
- Maintain high standards of cleanliness and general presentation of the grounds and buildings, and ensure removal of waste within and around all School buildings
- Create and maintain a team-working, customer-focused and continuous improvement culture in the Estates departments
- Take overall responsibility for the recruitment and training of the cleaning staff department staff
- Manage and record staff sickness and annual leave
- Act as the summer lets coordinator (extra salary for this)

General

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to:
 - all school safeguarding related policies and regulatory requirements;
 - the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role
- To operate at all times within the stated policies and practices of the school
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To ensure any safety regulations are observed
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of 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, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Requirement	Essential	Desirable	Method of assessment
Qualifications			
Experience	<p>Experience of supervising a team</p> <p>Experience of ordering and stock control</p>	Previous management experience	Application Interview
Skills and knowledge	<p>Excellent people skills, able to lead & develop a team</p> <p>Good financial & business acumen</p> <p>Proficient in the use of IT Systems including Microsoft Office packages</p> <p>Effective verbal and written communication skills and an ability to communicate clearly with a range of people from diverse backgrounds</p>	Current Health & Safety legislation	Application Interview
Attributes	<p>Innovative</p> <p>Willingness to go the extra mile</p>		Application Interview
Other	There is an expectation that there will be occasional out of hours attendance		