



THE ORATORY PREPARATORY SCHOOL

SUPERVISOR – DOMESTIC DEPARTMENT **29 hours, 52 weeks**

The Oratory Preparatory School (OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefitting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

JOB DESCRIPTION

To work in a supervisory capacity as part of the Oratory Preparatory School cleaning team to provide an excellent standard of customer service.

In this role you will report to the Business Manager, with close links to the rest of the School management team.

THE DOMESTIC SUPERVISOR IS EXPECTED TO:

1. To work with the cleaning team to ensure the school is clean and tidy at all times. This work will involve:
 - Supervising and overseeing a small team of cleaners to ensure that high cleaning standards are maintained
 - Ordering of cleaning stock and ensuring adequate supplies
 - Cleaning by hand. To include toilets, washrooms & cloakrooms
 - Collect and bag up all refuse and deliver to collection points or bin areas
 - To replenish all toilet requisites e.g. hand towels, toilet rolls, rubbish sacks etc
 - Using machinery (e.g. for cleaning and polishing)
 - Maintain material and equipment in a clean and tidy condition
 - Report any faults in machinery or building fabric to the Business Manager
 - Clean internal glass on doors & windows

2. To observe school health and safety procedures. You have a responsibility to work safely at all times and to report any potential hazards, faults or problems to the Business Manager.

3. To attend work looking clean, smart and wearing the uniform (to be provided) and any personal protective clothing or equipment. Name badges to be worn at all times.
4. To attend and complete compulsory training as required.
5. To carry out any duties which naturally fall within the reasonable expectations of the post.
6. To liaise with the caretaker at the start and end of shifts to ensure buildings under your cleaning area are secure.

Because of the evolving nature and changing demands of the school, the employee must understand that his/her job description is to be seen as a guide only as examples of the type of duties, which he/she is, expected to undertake.

A job checklist will be provided for specific day to day cleaning tasks.

Duties may vary from time to time and due notice will be given of major changes. The employee may also be required to work in any department in order to meet the needs of the school.

QUALIFICATIONS AND REQUIREMENTS

- Strong communication skills with customers, managers and team
- Ideally possess NVQ Level 2 in Housekeeping or similar qualifications.
- Ability to work as part of a team and also on own initiative
- Flexible, committed and punctual
- Able to stay calm and friendly under pressure in a busy environment
- Keen to contribute to the development of the school

This is a full-time, year round position for 29 hours per week working evenings and weekends.

Start date: November 2020

Salary: circa £16,000

APPLICATIONS

Please send your applications together with a covering letter to Human Resources, The Oratory Prep School at humanresources@oratoryprep.co.uk.

The Oratory Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.