



THORNTON



## Housekeeping Day Supervisor Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has grown, thrived, and proven to be a successful addition to our school. Most recently, the school received 'Excellent' in all areas in its most ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

## **Job Description:**

### **Day Housekeeping Supervisor**

#### **Reports to: Bursar**

#### **Context & Overview of Role:**

As part of a team, you will be responsible for ensuring that the Day Housekeeping Team maintain the buildings and facilities to a high standard. This is a supervisory position within the wider Support Team. The Housekeeping team's work is prioritised by the Housekeeping Supervisor in consultation with the Bursar. Due to the routine of schools, the workload may not be evenly spread throughout the year. You will be supervised by the Head of Estates & Operations; however, organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work is essential. You will attend termly meetings with Bursar/Head of Estates & Operations to review needs and priorities.

This is a hands-on role, within the Operational Function of the College. At times you will be expected to support the wider Estates Team in their areas of work. The post-holder provides an efficient and high calibre service to the College in respect of all matters. You will need to contribute to a positive culture that supports the Boarding, Teaching and Learning environment effectively. All staff are expected to contribute to the wider life of the College and respect its Catholic ethos, as outlined in the Mission Statement and Aims of the College. You will play an active role in supporting the operational function and ensure H&S is a focus of priority at the College. You will ensure that COSHH regulations are complied with.

#### **Main Responsibilities**

- To be responsible for the Day Housekeeping Team with allocation of duties
- To ensure appropriate training and support is in place for your team.
- Work with the Evening Housekeeping Supervisor to ensure cross team support and cover is completed; to include redistribution of duties as appropriate.
- Ensure the deep clean is carried out over school holidays and a programme is in place for the team.
- General domestic cleaning of the premises and special additional cleaning of windows, walls, within the premises together and to assist with laundry duties if required.
- To ensure boarding is appropriately catered for in terms of cleaning; liaising with the Housemistresses.
- To support the summer school and holiday camps as required; organising staff to assist with rooms and bed allocation over weekends for 5 weeks, attended and managed by you.
- Attend appropriate training courses for your role.
- Monitor and contribute to stock level ordering in consultation with the Evening Housekeeping Supervisor.
- Complete and update COSHH records to ensure compliance in this area.
- Ensure that the schools H&S policy is considered in all you do, paying due care and attention to your safety and the safety of others.
- Undertake risk assessments as required.
- Complete CPD documents for your team.
- Communicate with other stakeholders effectively.
- Monitor events in the school calendar and know your requirements therein.
- Raise any employment concerns of the team with the Bursar.
  
- Support the school in ways to be a better Eco-friendly environment.
- Support the aims and ethos of the school at all times.
- Set a good example in terms of punctuality, attendance and to observe the school's dress code.
- Maintain a professional distance with students and parents.
- Support the Laundry Supervisor when required.
- Attend INSET days.
- Participate in / support school events where possible e.g. Open Day, School Fete, Xmas Market. [3 days of these are offset against 3 paid days leave at Christmas]
- Be proactive in maintaining pupil safety and the safety of others.

- Take part in staff annual review.
- Contribute to the implementation of school policies and procedures.
- Read and understand the school's Health & Safety Policy a copy of which is held on the SharePoint drive.
- Dealing with queries from suppliers and contractors; ensuring best price.
- Reporting matters to the Head of Estates & Operations/Bursar.
- To make decisions about priorities of work.
- Organise priorities – priorities are ever changing.

All staff are required to undertake whatever else may reasonably be requested by the Headteacher or Bursar in support of the Aims of the School.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

Job Descriptions are subject to annual review.

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Thornton College carry out online searches on shortlisted candidates in line with the updated guidance from KCSIE to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.