

BRADFIELD COLLEGE
JOB DESCRIPTION

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the College may reasonably require.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

JOB TITLE: Team Leader (Faulkner's)

REPORTS TO: Domestic Supervisor

DEPARTMENT: Estates

DATE: December 2018

PRINCIPAL ACCOUNTABILITIES:

1. To oversee the day to day activities of the Domestic team in Faulkner's Boarding House
2. To make periodic checks on cleaning standards throughout the boarding side of the House.
3. To assess where to place cleaning staff within the Boarding House, which will assist in maintaining the best working practice and environment for a conducive and productive workforce.
4. To liaise with Matrons, keeping them up to date with cleaning needs and staff matters.
5. Overseeing the stores ordering, ensuring supplies are always available
6. To regularly check the cleaning cupboards, replacing and adding stocks when needed.
7. To be vigilant of internal house maintenance needs and to submit maintenance requests where necessary.
8. To organise the Domestic staff Saturday rotas and including yourself on the rota

PERSON SPECIFICATION:

- Personable nature
- Trustworthy and reliable
- Proactive and positive approach
- Enthusiastic team member