

Job Description

Job Title:	Housekeeping Team Leader
Hours of Work:	Monday to Friday: 6am – 9am, term time (39 weeks)
Department:	Housekeeping
Accountable to:	Housekeeping Supervisor
Number of direct reports:	3 – 6 Housekeepers
Budgetary responsibility:	?
Location:	Stowe School
Purpose of the role:	To provide an efficient and thorough cleaning service to standards set by the Housekeeping Supervisor and/or Housekeeping Manager and undertake other non-cleaning duties in keeping with the role.

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our

best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Key Responsibilities and Accountabilities:

- Train new staff
- Report maintenance and repairs to Matron, Head of Department or Housekeeping Supervisor
- Direction of housekeeping staff on daily duties, take account of any requests from Matron, or Head of Department
- Stock control and ordering cleaning materials
- Follow all Health & Safety Regulations

Key Tasks:

- Clean own area of responsibility
- Allocate work and back fill when short staffed as required
- Check cleaning standards within area of responsibility
- Guide and direct team members on daily duties
- Perform 'Return to Work' interviews and fill out form as required
- Training team members in all aspects of cleaning and Health & Safety procedures
- Perform probationary reviews on new employees
- Personal interaction to ensure good relationships between the House keeping team members, Pupils, Matrons and Housemasters/mistress
- Attend Team Leader meetings
- Perform room checks to ensure rooms are kept to a good standard
- Maintain stock levels
- Preparing dirty bedding and laundry in readiness for collection; sorting returned clean laundry into pupil's pigeon holes
- Use of machinery and equipment as required for general and deep cleaning tasks
- Hanging curtains, arranging for dry cleaning when required
- Spray furniture and soft furnishings with fire retardant spray as required
- Turning mattresses during deep cleaning and at beginning of term

Resources:

- Operate relevant equipment safely, daily checks completed, report defects
- Maintain tidy and organised work spaces and storage areas
- Adhere to Health & Safety guidelines
- Provide support to staff as requested and in accordance with own training/skill parameters

General:

- The post holder may be 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 general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation

- To take responsibility for upholding and complying with the School's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • NVQ • BIC's
Specialist Skills and Experience	<ul style="list-style-type: none"> • To work in compliance with Health & Safety to ensure hazards are identified • Ensure hygiene standards, cleaning procedures, practises and equipment are in line with best practise and legislation • Ability to lead a small team • Basic chemical knowledge including their safe use. COSHH 	<ul style="list-style-type: none"> • Previous cleaning experience • COSHH • Multitask
Personal Qualities	<ul style="list-style-type: none"> • Strong focus on Team, staff and pupils • Committed to developing self and others • Flexible in approach to work to meet demands • Good Team player • Ability to solve problems/offer solutions • Good interpersonal skills • Ability to communicate at all levels 	<ul style="list-style-type: none"> • Team Leader skills • Good knowledge of Health & Safety • Fire awareness • Customer service experience

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: November 2021

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Housekeeping Team Leader we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5