



BROMSGROVE

APPLICANT INFORMATION FOR THE POST OF

HOUSEKEEPING AND
SCHOOL ACCOMMODATIONS
MANAGER

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BROMSGROVE SCHOOL MISSION STATEMENT

FLAIR : DISCIPLINE : ACADEMIC RIGOUR

Bromsgrove School aims to produce happy, creative, moral citizens who live motivated, fulfilled lives while enriching the lives of others.

It seeks to achieve this through an enlightened, disciplined and broad education that responds to global change while retaining core values.

The Core Values Bromsgrove seeks to foster in its pupils are: Humility and Confidence; Compassion and Ambition; Respect and Curiosity; Tolerance and Vision

OVERVIEW

Bromsgrove is one of the UK's largest, busiest and most successful schools. The Senior section has 1050 students, with another 700 students in younger year groups. We are coeducational with a roughly equal mix of Boarding and Day pupils.

We are currently seeking a Housekeeping and School Accommodations Manager. The role has become available due to the retirement of a long serving colleague. The role will require the successful applicant to manage the daily operation of this large and busy department including a Laundry (there is a Laundry Manager in post) and school accommodations (school buildings, boarding houses, day houses and private residences) throughout the year. The Housekeeping and Laundry team are approximately 100 colleagues in total.

The School operates all year round and during holiday periods has large numbers of Residential Lets and Conferences which all require Housekeeping support. You will need to liaise with other departments such as Events and Estates in respect of availability and maintenance works etc. to provide the highest standards of cleanliness and customer

Job Title: Housekeeping and School Accommodations Manager.

Line Manager: Director of Estates

Hours of Work: Full-time Monday to Friday, 37.5 hours for 52 weeks of the year. Notionally 7.30 a.m.-3.30p.m. (30-minute unpaid lunchbreak)

Rate of Pay: Negotiable dependent upon experience

Holidays: 25 days per annum, plus 8 Statutory Bank holidays
2 additional days after 5 years' service

Additional Benefits:

A Contributory Pension Scheme of up to 7% is available.
Free meals whilst on duty, free car parking.
On site car parking.

THE ROLE - SPECIFIC RESPONSIBILITIES

- To manage the team daily, including a Deputy, Laundry Manager, Housekeeping Supervisors, Day Housekeepers (working within the School's Day Houses), Assistant Housekeepers and Laundry Assistants across all school sites.
- To oversee the rotas of all colleagues to ensure that there is effective cover at all times to provide the necessary service and standards of cleanliness.
- To recruit, train and develop colleagues in accordance with the School's HR policies and procedures.
- To meet with colleagues annually to appraise and identify any personal development needed.
- To use the School's online attendance system and ensure that all hours, holiday and absence are reported to the payroll office in a timely manner for payroll processing.
- To ensure that budgets are controlled in relation to staff costs and purchasing of housekeeping supplies and cleaning products.
- To maintain appropriate stock levels and ensure prompt ordering of products and services to ensure that a high standard housekeeping service is delivered.
- To appoint and manage external contractors in conjunction with the Estates Manager for sanitary waste, window cleaning and any other required cleaning services to the School.
- To always follow statutory Health and Safety and Data Protection legislation.
- To prepare and maintain departmental records including risk assessments for individuals as needed, the Housekeeping and Laundry Department and health and safety training records.
- To operate a quality standards procedure which should be followed by colleagues and maintained at all times for school pupils and external customers to the School.
- To be a visible presence around the school campuses, checking cleaning standards and remedying if they are not satisfactory and reporting any building defects so that they can be actioned and dealt with promptly.



- To regularly check all school accommodations to ensure that they are being maintained to a high standard of cleanliness and repair. To report any works needed to the Director of Estates.
- To regularly audit all equipment and machinery in conjunction with the support of the Estates team to ensure that it is maintained and in working order at all times.

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other duties which may be reasonably given from time to time by their Line Manager. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time after consultation with the post holder.

PERSON SPECIFICATION

	Essential	Desirable
Experience/Qualifications		
Work experience in a similar environment		*
Educated to 'A' level standard/BTEC		*
Experience of managing a large number of colleagues	*	
Experience of recruiting and retaining staff	*	
Skills, Knowledge, Abilities		
Working knowledge of monitoring cleaning standards	*	
Knowledge of applicable Health and Safety legislation	*	
Ability to drive	*	
Strong administrative skills	*	
Excellent telephone manner	*	
Strong ICT Skills	*	
Organisational skills	*	
Excellent timekeeping	*	
Personal		
Personable	*	
Self-motivated	*	
Professional	*	
Discreet	*	
Efficient	*	



HOW TO APPLY

Please complete the online application form.

The closing date for applications is Thursday 2nd January 2025

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. This is a regulated position and the School follows safer recruitment procedures; candidates should refer to the **School's Recruitment Policy** that is available on the website.*



BROMSGROVE SCHOOL - SENIOR SCHOOL



- 1 Headmaster, Bursar, Reception
- 2 Lyttelton
- 3 Lupton
- 4 Thomas Cookes House / Cookes Room
- 5 Hazeldene
- 6 Wendron-Gordon
- 7 School House
- 8 **Caldy**

- 9 Elmhurst
- 10 Mary Windsor
- 11 Walters House
- 12 Housman Hall
- 13 Gatehouse
- 14 Library, Careers
- 15 Kytless
- 16 ADT
- 17 Big School
- 18 **Millington**

- 19 Humanities
- 20 Biology
- 21 Chemistry
- 22 Physics
- 23 Routh Concert Hall and Music School
- 24 Cobham Theatre
- 25 The Observatory
- 26 Memorial Chapel
- 27 Old Chapel
- 28 **Old Police Station / Exchanging Room / International Department**

- 29 School Shop
- 30 Dining Hall
- 31 Café 1553 / Sports Reception
- 32 Sports Centre (Gym, Arena, Swimming Pool)
- 33 Hospitality Suite
- 34 Webber
- 35 Prep School
- 36 **Health Centre**