



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Domestic Services Manager
Department:	Domestic Services
Report to:	Estates Manager
Date:	April 2024

ROLE

To assist the Estates Manager with the organisation and delivery of high-quality cleaning, portering, laundry, security and event support services at both the Senior School and Prep School. Responsible for domestic services in boarding houses, academic departments, staff accommodation and across the School.

SUMMARY OF DUTIES

- To manage Portering, Cleaning and Laundry teams.
- Oversee management of the Domestic Services team including recruitment, monitoring of performance, staff development, training and other HR matters.
- Manage School security arrangements.
- To ensure high standards of cleaning are maintained in all areas to include coordination of periodic deep cleans.
- Coordinate staff for events preparation and delivery including furniture and equipment layout, car parking, cleaning and directing visitors.
- To coordinate cleaning services for external events and residential lets in liaison with Lettings Coordinator.
- Manage the School's waste contracts ensuring best value and service aligned to the Schools sustainability targets.
- Provide respectful and courteous services for pupils, visitors, guests and contractors.
- To draft the annual domestic services budget and monitor ongoing financial performance against budget.
- To join the on-call Estates team.
- To ensure that effective systems are in place for stock control and ordering.
- To review school calendar and manage allocation of resources.
- To undertake and coordinate termly compliance audits of accommodation and teaching areas and arrange necessary corrective actions.
- To develop and maintain effective working relationships with relevant suppliers and contractors including best value, performance and quality reviews.

- Liaison with the Fire Officer and Estates Manager to ensure that fire risk is managed in buildings throughout the School.
 - To work closely with the Estates Manager, Lettings Coordinator, Houseparents and other key stakeholders to ensure that service levels and standards are consistently high.
 - To make recommendations to the Estates Manager about opportunities to improve and develop service delivery.
 - To keep up to date with latest industry developments and best practise through networking and attendance at relevant events.
 - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules
 - Any other duties as reasonably directed by the Estates Manager or Chief Operating Officer.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Significant experience of leading a large team within a similar industry
- Excellent organisational skills to include time management and prioritisation
- Strong employee management skills including recruitment, performance management and training
- Excellent interpersonal and communication skills at all levels
- Proven experience of budget setting, monitoring and effective cost control
- Experience of driving change
- Ability to produce cleaner work schedules, risk assessments and Safe Systems of Work
- Ability to work flexibility within a 7 days year round business
- IT literate

Desirable

- Driving License
 - Relevant Health and Safety training and accreditation
 - Experience of quality auditing
 - Experience of working in an Education environment.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___