



# BRADFIELD COLLEGE

## Job Description

<b>Job Title:</b> Housekeeping Manager	
<b>Reports to:</b> Operations Director	
<b>Reportees:</b> Housekeeping Assistant Managers	
<b>Location:</b> Bradfield College / St Andrews	<b>Department:</b> Housekeeping
<b>Main Duties:</b> <p>To lead on the management of the Housekeeping team at Bradfield College and St Andrew's School, ensuring the delivery of high standards of cleanliness, hygiene, and safety across all College and School facilities in-line with the British Institute of Cleaning Standards (BRICS) guidelines. This includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Supervisory management of a team of Assistant Managers each with a specific area of responsibility across the site.</li><li>• Drafting a Duty Management rota covering business operations, 06:30 – 20:00. Where required the Housekeeping Manager will be required to fulfil Duty Management.</li><li>• Monitoring housekeeping standards across all areas of the business and make steps to rectify poor performance or productivity.</li><li>• Continuous review and streamlining of processes or practices for maximum business benefit.</li><li>• Takes overall responsibility for labour scheduling, budget management, health and safety compliance and all other relevant areas affecting the operation of the department.</li><li>• Overseeing the daily operations of the cleaning team, ensuring all areas of the College are maintained to a high standard of cleanliness and hygiene.</li><li>• Drafting and updating cleaning schedules and procedures in line with College requirements and health and safety regulations.</li><li>• Ensuring compliance with COSHH regulations and safe use of cleaning chemicals and equipment.</li><li>• Oversee staff rotas, absences, and performance, including conducting appraisals and identifying training needs.</li><li>• Monitoring of stock levels of cleaning supplies and equipment, ensuring cost-effective procurement and usage.</li><li>• Liaising with other departments to coordinate cleaning support for events, term transitions, and special projects.</li><li>• Conduct regular inspections and audits to ensure quality control and adherence to standards.</li><li>• Lead on health and safety matters within the cleaning team, including risk assessments and incident reporting.</li><li>• Support the recruitment, induction, and ongoing development of cleaning staff.</li></ul>	
<b>Financial Management:</b> <ul style="list-style-type: none"><li>• Identifies ways to reduce business costs or improve business efficiency.</li><li>• Monitors project delivery against financial and other metrics.</li></ul>	

**Training and Development:**

- Identifies opportunities for continuing professional development to ensure skills and knowledge are up to date.
- Undertakes mandatory training required for the role, e.g. Safeguarding Children, Health & Safety, COSHH.

**Relationship Management:**

- Establishes and maintains effective professional relationships with colleagues, suppliers, professional network.
- Supports and enables own and colleagues' performance management.
- Able to demonstrate professional behaviours and college values.
- Ability to work as part of a team and independently.
- Supports in the recruitment of colleagues.

**General:**

- Ability to organise own workload to meet targets and deadlines.
- Ability to communicate effectively, both verbally and written to a wide range of audiences at all levels.
- Flexibility to travel between sites (Bradfield and St Andrews) if required.
- Demonstrates high levels of accuracy and attention to detail skills.
- Ability to work effectively under pressure and adapt to changing priorities.
- Ability to work on multiple tasks simultaneously.
- Demonstrates strong problem-solving skills.
- Ability to maintain confidentiality.
- Flexibility to undertake duties in another work area dependent on the needs of the business.
- Follows College's procedures.

**Qualifications and experience required for this role:**

- Good working knowledge of Microsoft packages.
- Educated to degree level or equivalent in a relevant field.
- Knowledge of industry trends and innovation.
- Experience of managing a team.
- Excellent knowledge of cleaning techniques and hygiene standards.
- Understanding of COSHH and the safe use of cleaning chemicals.
- Knowledge of infection control procedures.
- Knowledge of Health and Safety regulations and Safeguarding practices.
- Commercially aware.
- Experience of working in an educational setting is preferred but not essential.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.*