



# BRADFIELD COLLEGE

## Job Description

<b>Job Title:</b> Housekeeping Assistant Manager	
<b>Reports to:</b> Housekeeping Manager	
<b>Reportees:</b> Housekeeping Supervisors	
<b>Location:</b> Bradfield College / St Andrews	<b>Department:</b> Housekeeping
<b>Main Duties:</b> <p>To lead and supervise Housekeeping team members and Supervisors to ensure a clean, safe and hygienic environment across the College's/School's facilities, including classrooms, offices, communal areas and some residential buildings in-line with the British Institute of Cleaning Standards (BRICS) guidelines. The Housekeeping Assistant Manager's role is key to ensuring standards are met and work-flows achieved. This includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Responsible for the standards, hygiene and team performance within their designated are, which could be one of the following: Boarding Houses, Public Areas, Laundry, St Andrew's.</li><li>• Lead their team to achieve excellence.</li><li>• Authorise supplies required for their area in line with department budgets.</li><li>• Liaise with the Operations Administrator when scheduling rota's, ensuring the business is adequately covered, including during periods for deep cleaning and on events days/weekends.</li><li>• Monitor team's performance, attendance and standards of cleaning.</li><li>• Meet with members of their team to set targets, and conduct regular reviews to ensure standards are maintained and address areas of concern.</li><li>• Implement audit and checking systems ensuring productivity levels are met.</li><li>• Liaise with the Supervisors to review the set daily tasks across all designated areas.</li><li>• Ensuring all housekeeping team members adhere to schedules, standards, and health and safety procedures.</li><li>• Conduct regular inspections to maintain quality control and address any deficiencies.</li><li>• Providing training and guidance to cleaning staff on safe use of equipment and chemicals (COSHH).</li><li>• Reporting maintenance issues, hazards, or health and safety concerns to the Housekeeping Manager.</li><li>• Ensuring compliance with safeguarding, fire safety, and health and safety procedures.</li><li>• Ensuring appropriate personal protective equipment (PPE) is used as and when required.</li><li>• Assisting with deep cleaning tasks and support the team during peak periods or absences.</li><li>• Attending and contributing to team meetings and training sessions.</li><li>• Maintaining accurate records of cleaning schedules, inspections, and incidents.</li><li>• Supporting the wider Housekeeping team with ad-hoc duties as required.</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:**

- Experience of managing a team desirable.
- Awareness 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.
- Good working knowledge of Microsoft packages.
- 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.*