



# MALVERN ST JAMES

## Girls' School

### **Head of Housekeeping**

**Full-time**

**52 weeks per annum**

**39 hours per week**

**£22,000pa**

## **MALVERN ST JAMES LTD**

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire. Only two hours from London and one hour from Birmingham, the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in School until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

## **MALVERN ST JAMES ENTERPRISES LTD**

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

**Further details are available on our website: [www.malvernstjames.co.uk](http://www.malvernstjames.co.uk)**

## JOB DESCRIPTION

Job Title	Head of Housekeeping
Department	Domestic Operations
Accountable to:	Domestic Operations Manager
Job Purpose:	To ensure that cleaning/laundry/linen exchange and sewing room duties within the school during term time and during lettings are carried out to satisfactory standards within the agreed budget

### Main Duties and Responsibilities

- Deputise for Domestic Operations Manager as required
- Set cleaning standards and frequencies for all areas within the school to ensure that a clean and tidy environment is always maintained
- To ensure that work is carried out to the agreed standards within budgeted hours
- To supervise sewing room staff, agreeing workloads/projects and report on production within the department
- To supervise laundry staff, agreeing workloads/projects and report on production within the department
- To organise staff rotas including ad hoc lets and functions staffing
- To take part in recruitment and selection of housekeeping staff
- Ensure that staff receive training in line with school policies
- To ensure that the housekeeping staff maintain a professional/safe appearance
- Ensuring adequate quantities of cleaning and disposables products are maintained within budget, whilst constantly sourcing new products/ranges to benefit the school
- Maintenance of domestic, laundry and sewing room equipment, requesting replacements as required, reporting breakdowns on the MSJ help desk
- Reporting hazards as observed around the school
- To record and maintain lists of cleaning chemical/products used within the school, ensuring that CoSHH files are complete and reviewed annually
- Review risk assessments and communicate these to staff
- To monitor maintenance and service contracts as required
- To assist the Domestic Operations Manager with refurbishment projects and on-going replacement and repair of furniture and fittings within the school
- To purchase and maintain, plants and floral displays
- To work in conjunction with the catering department when setting up functions, including tablecloths, table decorations and complete set ups as required
- To attend training courses and seminars as required
- To attend diary meetings, keeping up to date with school events
- To communicate information to support staff as necessary

### **All School staff are expected to:**

- a. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;
- h. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

### **PERSON SPECIFICATION**

#### **Essential**

- Good interpersonal skills and ability to communicate effectively
- Good time management and organisational skills
- Ability to work well under pressure
- Ability to achieve and set standards and operate to performance criteria
- Positive approach to learning in role and identifying own training needs as appropriate
- Self-motivated
- Sense of own initiative
- Ability to work effectively as part of a team
- Flexible approach to role

#### **Desirable**

- Evidence of managing staff teams
- An understanding of housekeeping equipment and products
- An understanding of compliance management including CoSHH, safe working practices, manual handling, working at heights
- Food hygiene qualification
- PA testing qualification
- Evidence of working within a set budget

## **GENERAL REQUIREMENTS**

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## **APPLICATIONS**

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and your vision for this role.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

## **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### **Pay**

We offer a competitive salary, considering previous experience and relative skills and abilities.

### **Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

20201020

**Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours, and regular competitions.

**Other benefits include:**

- **Fee remission**
- **Lunch provided**
- **Onsite Pavilion Café**
- **Access to Massage**
- **Access to Reflexology**