



Hebron School,
Ooty, TN, India

Job Description: Campus Supervisor

Job Title: Campus Supervisor	Department: Housekeeping
Reports to: Wellbeing Coordinator	Effective Date: Immediately
Location: Ooty, TN, India	

About Hebron: Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Job Summary:

The campus supervisor will play a crucial role in maintaining an efficient working order on campus. They will oversee the work of staff, monitor and enforce rules, respond to incidents, and provide a visible presence to ensure good working systems. The role will include supervision of housekeeping, kitchen, maintenance and security staff on duty. This requires strong communication skills, the ability to think quickly on their feet, and a deep understanding of the unique dynamics of a school community.

Responsibilities:

- Train housekeepers on cleaning and maintenance tasks
- Oversee staff on a daily basis
- Regular checks in flats, dorms and outdoor areas for cleanliness
- Maintain the attendance register and reorganise work in cases of absence
- Establish and educate staff on cleanliness, tidiness and hygiene standards
- Motivate team members and resolve any issues that occur on the job
- Respond to staff complaints and requests
- Monitor and replenish cleaning products stock including floor cleaner, bleach etc.
- Participate in large cleaning projects as required
- Conduct quality control checks to ensure work meets established standards.
- Manage inventory of cleaning supplies and equipment, including requisitions for restocking.
- Address maintenance issues and report to the maintenance department.
- Perform administrative tasks such as attendance and permissions.



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- Collaborate with other departments to ensure facilities are maintained to high standards.
- Completing inventories for all accommodation and housekeeping stock
- Oversee kitchen, maintenance and security staff
- Report any concerns to the relevant head of department

Requirements and Preferences:

- Previous experience as in a similar role
- Excellent organisational and team management skills
- Stamina to handle the physical demands of the job
- Flexibility to work on both school campuses if need be
- Good IT skills and ability to use email, management software, and other IT platforms
- Ability to speak both English and Tamil

Preferences:

Candidates for this role should ideally have a high school diploma or equivalent, with further credentials in hospitality or facility management

Benefits:

- Provident Fund
- Holiday entitlement
- Casual Leave Days
- Sick Leave days
- Dearness allowance

How to apply:

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org