

St Joseph's Specialist Trust, Cranleigh, Surrey



CLEANING & DOMESTIC MANAGER (Level 1)

40 hours per week, 52 weeks per year

Actual Salary: £32,788-£36,292 pa

(25 days plus public holidays paid)

with an additional £1,000 Retention Bonus**

St Joseph's are seeking an experienced **Cleaning & Domestic Manager**, to work within our Estates & Facilities Team.

The role will include line managing the Trust's Cleaning & Domestic team and staff, ensuring the efficient and effective cleaning of all designated areas of the establishment and responsibility for the running of the laundry facility as well as leading, managing, developing and appraising Cleaning & Domestic Staff.

With a proven knowledge of cleaning techniques and schedules, hygiene standards and cleaning specifications, they will manage and organise with a "hands on" approach to ensure that all cleaning tasks for the site (including the school, college and Residential Children's Houses), both regular and periodic, are carried out to a high standard by the Cleaning & Domestic Team, maintain hygiene standards, work closely with the Maintenance Manager to support cleaning of project locations, work to ensure that domestic resources are approved, appropriate and stocked and adhere to Health & Safety requirements. See job profile for full list of duties. The ability to manage staff and communicate requirements clearly to the team both verbally and written is necessary. A level of computer literacy is also needed as they will be required to use email and complete online systems, performance management entries, requisitions etc.

This is a 40 hour a week role (excluding ½ hour unpaid break each day), working across 52 weeks, the school closure periods being the time when deep cleaning and periodic cleaning activities are completed. Hours may be typically 8.00am to 4.30pm, including a ½ hour unpaid break each day, but flexibility will be required to cover absences, Cleaning & Domestic Staff currently starting at 6am.

St Joseph's is a registered charitable trust comprising a special needs school, college, registered children's home and an adult supported living house. Our school and college students are age 5-19 with severe and complex social communication and learning disabilities, many with autism. If you are recruited, you will be required to complete Safeguarding and Team Teach positive behaviour support training as part of your week long induction before employment commences. Physical and mental resilience are essential qualities in all our employees.

Why St Joseph's?

- 25 days holiday plus statutory public holidays paid
- **£1,000 Retention bonus - £250 after 1 month, £250 after 1 year, £500 after 18 months at Trust for new recruits
- Life Insurance and Medical Cash Plan
- Ample free onsite parking and a hot lunch during term time
- Employee Assistance Programme (confidential, professional wellbeing and counselling 24/7 service for yourself and your family)
- Excellent network of support across the organisation including a team of Adult Mental Health First Aid and Occupational Health
- Annual performance related pay progression, 1:1 mentoring and CPD training
- Get a discount on exercise classes at Surrey Fitness Camps throughout Surrey and GoFest Active Studio in Cranleigh.

- Induction programme including Safeguarding and Team Teach Positive Behaviour Support Training (refreshed annually) and role specific training and updates
- Based on a beautiful 23 acre site in Cranleigh, half way between Horsham and Guildford, on the edge of the Surrey Hills

Own transport is desirable due to the rural location of the Trust. All employees of St Joseph's Specialist Trust are key workers.

CVs may be submitted for consideration in the first instance **but only fully completed applications (including all previous employments) made on the St Joseph's Specialist Trust application form will be considered for shortlisting and interview.** Please call the recruitment team on 01483 272449 for more information or see the website.

How to apply

For an application pack (including form, job profile and person specification) or access to an on-line application form, please visit us at [Staff Vacancies - St Joseph's Specialist Trust](#)

The closing date for receipt of completed application forms is Monday March 24th at 9am. We reserve the right to interview before this date if suitable application forms are received, which may result in the role being filled and the application process being closed before this date. You are therefore encouraged to submit your fully completed application form as soon as possible.

At this time, we do not sponsor applicants to relocate from overseas or convert student or graduate visas to full work visas for this role.

We will not accept application forms or CVs from previous applicants for the Domestic Manager role.

*St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people.
This position requires an enhanced DBS disclosure and take up of references.*