

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Cleaning & Domestic Manager (Level 1)

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's"/ the "Trust") with approximately seventy students tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title: Cleaning & Domestic Manager (Level 1)

Job Purpose: To take responsibility for the line management of the Trust's Cleaning & Domestic team and staff. To ensure the efficient and effective cleaning of all designated areas of the establishment. To be responsible for the running of the laundry facility.

To lead, manage, develop and appraise Cleaning & Domestic staff

Accountable to: Deputy Director of Estates and Facilities

Accountable for: All Cleaning & Domestic team staff

ACCOUNTABILITIES & RESPONSIBILITIES

Policy

- To understand and promote the Trust's policies, procedures and guidelines.
- To understand the policies relevant to the Cleaning & Domestic team and review and update the routinely.

Health And Safety

- To adhere and promote the Trust's Health and Safety policy and their associated procedures and guidelines.
- To ensure Cleaning & Domestic staff are trained and regularly refreshed on COSHH procedures, spillage management, ladders, soiled washing and infection control.
- To ensure that all COSHH products are stored in line with manufacture's guidance.
- To develop, install and update COSHH risk assessments and register for all cleaning products.

Management

- To manage and organise with a hands-on approach, the day-to-day cleaning.
- To carry-out daily and periodic cleaning tasks in accordance with schedules and respond to reactive cleaning requests that require urgent attention.
- To carry out regular performance management meetings with Cleaning & Domestic staff to meet the requirements for the Trust's performance management process and to support staff.
- To carry out and document annual appraisals for Cleaning & Domestic staff.
- To manage the training requirements for the Cleaning & Domestic team and ensure staff are kept up to date with cleaning standards, policy and procedures.
- To be involved in the recruitment of new staff through selection and interviewing of new candidates.
- To induct new staff and monitor their probation.

Training

- To raise any issues relating to job performance with the line manager as soon as they arise
- To participate in group discussions within support staff meetings and supervisor meetings
- To participate in discussions relating to individual work performance
- To undertake and update training in:
 - Team Teach
 - Safeguarding
 - Prevent
 - Online Safety
 - Health & Safety Essentials
 - Fire Awareness
 - Fire Marshal
 - First Aid
 - Manual Handling
 - COSHH
 - Use of Ladders
 - And any new or relevant training required for this role

Management Responsibilities

- To ensure that all cleaning tasks are carried out by the Cleaning & Domestic team are to a high standard.
- Develop, implement and manage periodic cleaning schedules including deep cleaning and introduce a formal record of periodic cleaning.
- To report any damage, breakages and potential hazards to the Maintenance team.
- Manage the Domestic Department's laundry facility. Including organising and recording the service and repair of washers, dryers and venting. Ensure the laundry is staffed at the appropriate times and follows industry guidance on soiled washing and infection control.
- In order to ensure good hygiene standards, carry out assurance checks on the cleaning in the residential groups according to National Minimum standards (Care setting regulations).
- In order to ensure good hygiene standards, carry out assurance checks on the cleaning in education, therapies and indoor communal areas.

