ST JOSEPH'S SPECIALIST TRUST

Job Profile

Cleaning & Domestic Manager (Level 1)

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)

Name:

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 quidelines.
- 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.

- To produce assurance reports and show relevant data analysis to help in the understanding of the operation and where efficiencies can be made.
- To deconflict with the Maintenance manager on projects providing considerations in regards to Domestic requirements. Provide resources to assist with cleaning tasks if required.
- Ensure that the program for flushing, shower head and hose cleaning is completed and recorded for legionella control, dictated by our water management company.
- To implement a cost-effective approach to precuring domestic resources, focusing on:
 - 1) Approved suppliers for the cleaning products, dispensers and machinery.
 - 2) Recourses required for the residential care department, including mattress', bathroom mats, towels, duvets, duvet covers, pillows, protectors.
 - 3) Supplies required for educational departments.
 - 4) Ensure communal cleaning cupboards and supplies such as emergency spill kits and PPE are in place and stocked.
- To control domestic suppliers/contractors with regard to collections/deliveries while on site.
- To work on any task, deemed appropriate, within the limitations of this job profile set by the Deputy Director of Estates and Facilities.

"St Joseph's School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

Cleaning & Domestic Manager (L1)	Executive Principal
Date:	