

stChris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

**A dynamic and
rewarding place
to work.**

Housekeeping Team Leader

40 hours per week,
52 weeks per annum

Apply by 5.00pm on 15 April 2024

Hello! Thank you for taking an interest in our Housekeeping Team Leader role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Housekeeping Team Leader

Salary

£32,488 - £39,245 per annum (St Christopher Professional Services pay scale of 28-34).
Dependent on skills and experience.

Contract

40 hours per week, 52 weeks per year.

Location

On-site, Letchworth Garden City,
Hertfordshire

Life at stChris

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students. There are currently around 550 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

Provide leadership to the housekeeping team ensuring that the school cleaning regime is completed robustly and efficiently.

Support a culture of continuous improvement across the school's operations, working to improve efficiency and effectiveness in all aspects of the school's support services.

Provide leadership, support, and performance management for staff in the Housekeeping team, responding sensitively to a wide range of interpersonal demands

Be responsible for budget management across the Housekeeping team, monitoring this regularly in meetings with the Operations Manager.

Line Management Responsibility

This role will have line management responsibility over the Housekeeping team. This role reports to the Operations Manager.



“There’s never a
dull moment, and no
two days are ever the
same!”

Jenny, Assistant Head
(Sixth Form)



What will the Housekeeping Team Leader do?

Here's an overview of the Housekeeping Team Leader's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

- Ensure the Housekeeping function of St Chris maintains the highest of standards at all times;
- To ensure successful support of the schools events and the operating of the school at all times;
- Assist in an annual plan and setting of objectives for the housekeeping team;
- Assess the needs of the service and look at ways to build efficiency into the Operations;
- Organise shifts and rotas with the Operations Manager to ensure the housekeeping team is working effectively;
- Leading the daily operations of the housekeeping team and monitor work to ensure it of the highest standards. Hold staff to account where standards are not met;
- Develop and execute a plan for the training of housekeepers;
- Assist with recruitment, induction, onboarding of new staff;
- Ensure that staff are trained to operate all equipment safely;
- Ensure any maintenance issues are reported timely to the maintenance team using fault fixers;
- To ensure that the equipment is serviced and maintained on a regular basis in accordance with the required schedules;
- Ensure that we are fully compliant to all Health and safety measures within the Housekeeping area;
- To stock take and order product when required ensuring value for money at all times.
- Control the level of security of the stock;
- Working with the Operations Manager, ensure that housekeeping remains with its budgets;
- Take a proactive role in the monitoring of the conditions of the boarding house;
- Regularly inspect boarding houses and identify improvements that can be made through cleaning.

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people. To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing;
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures;
- Ensure the highest degree of confidentiality and data protection of all material

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by your line managers or the COO.

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Person Specification



Educational Qualifications

- GCSE Maths and English or equivalent;
- NVQ in Housekeeping or related subject or equivalent experience;
- Certificate in Health and Safety, including manual handling, COSHH.

Specific training, skills, or knowledge required:

- Experience of providing a high quality housekeeping service to an organisation;
- Experience of leading a team of housekeepers/cleaners;
- Experience in assisting recruiting, inducting and onboarding staff and effectively supporting them including performance management;
- Knowledge and understanding of Health and Safety Legislation including COSHH, manual handling;
- Good financial and budget management;
- Excellent written and verbal communication and interpersonal skills;
- Excellent computer skills (MS Office);
- Experience of change management and motivation and inspiration of a team.

Personal Attributes

- Physically able to lift, carry and undertake the physical demands of the role of Housekeeper/Cleaner.
- Proven ability to work as independently and as a member of a team
- Ability to order and maintain levels of stock effectively.
- Good financial and budget management.
- Excellent organisational skills
- Open to giving and receiving positive and developmental feedback
- St Chris is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Good appreciation/knowledge of health and safety in the workplace, data protection principles and equal opportunities
- Commitment to safeguarding and promoting the welfare of children

Benefits of Working at St Chris

“

Everyone is
respected, and
everyone is included in
the community.

Iain, Junior School
Curriculum & Assessment Lead

”



Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

***St Chris is a lot of things,
all at the same time.***

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

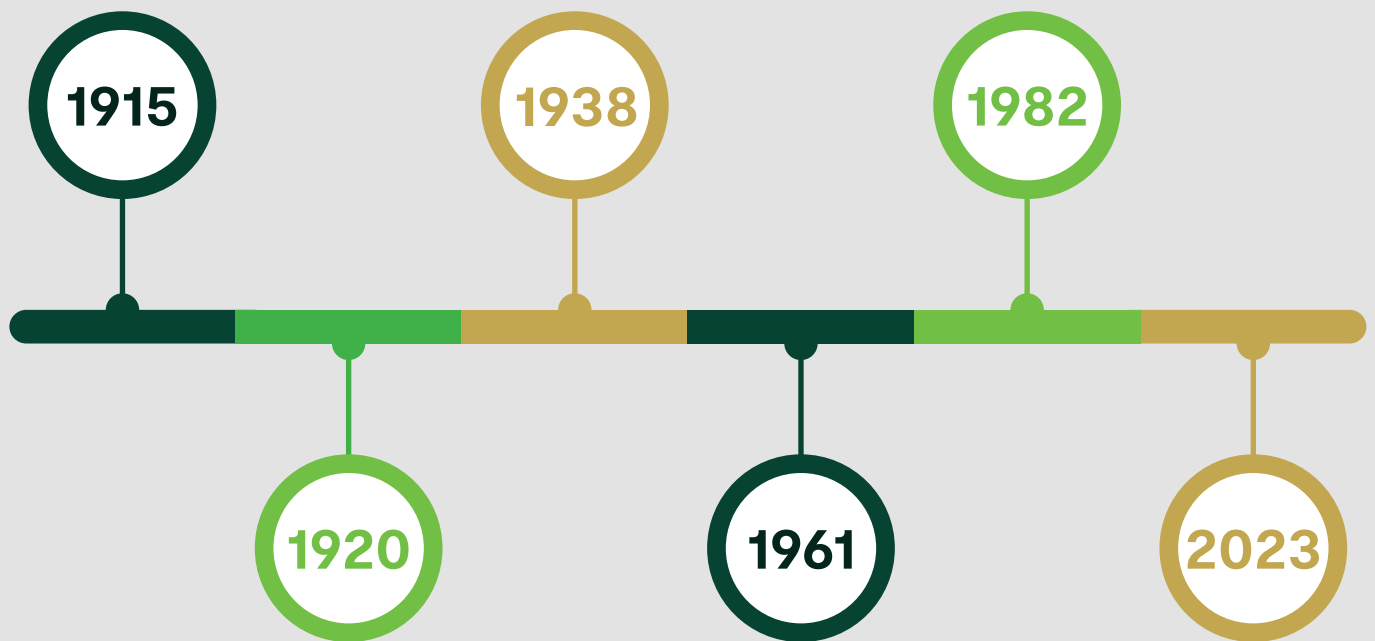
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Zoe Weaver, Director of People at 01462 650962.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

The closing date for applications for this role is 5.00pm on 15 April 2024.
Interviews will take place on 24 April 2024.