

Applicant information for the post of

Housekeeping and School Accommodations Manager



BROMSGROVE SCHOOL MISSION STATEMENT

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g`fXX`f`p`TV[Xi X`g`f`g`dbhZ[`Ta`Xa`_V[g`aXWZ`WfVc`_aXW`TaWUdbTWXW`hVTg`ba`g`Tgexf`cbaWf`p`Z`bUT`_V[TaZX`j [\X`exg`a`aZ`VbeXi`T`h`XF!`~

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OVERVIEW

The School operates all year round and during holiday periods has large numbers of staff to liaise with other departments such as Events and Estates in respect of availability and to ensure that budgets are controlled in relation to staff costs and purchasing of appropriate stock levels and ensure prompt ordering of products and services to the school campuses, checking cleaning standards and remedying if they are not satisfactory and reporting any building defects so that the school can be a visible presence around the school campuses.

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Director of Estates

9 months per year dependent upon experience

Negotiable dependent upon experience

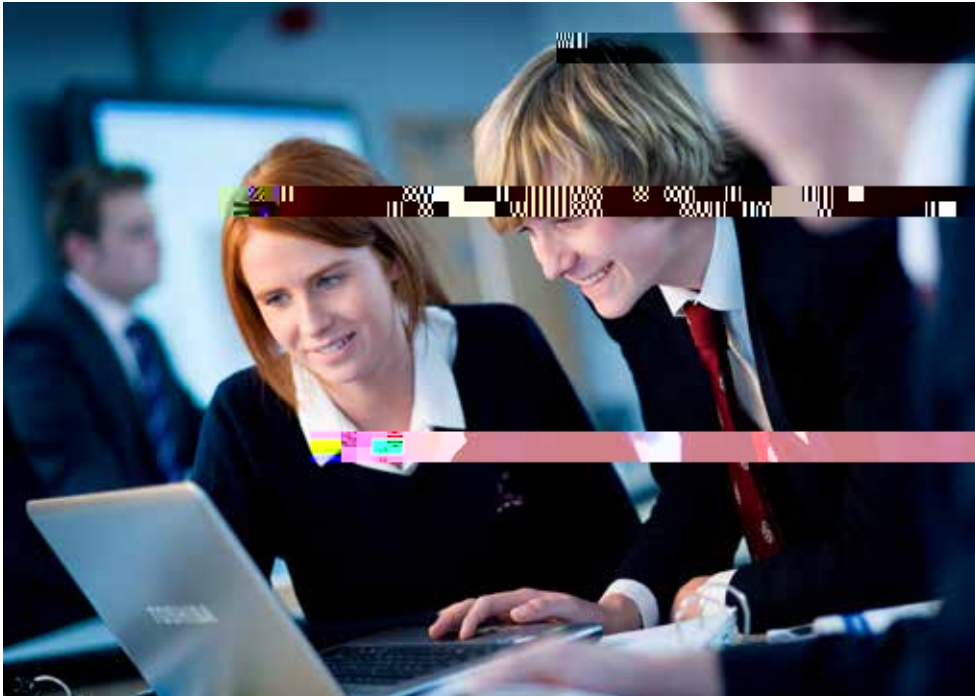
Percentage of total staff costs

Additional Benefits

- 4 weeks holiday
- 9 months per year
- Beneficial pension scheme

THE ROLE - specific responsibilities

- To oversee the rotas of all colleagues to ensure that there is effective cover at all times
- To meet with colleagues annually to appraise and identify any personal development areas
- To use the School's online attendance system and ensure that all hours, holiday and
- To ensure that budgets are controlled in relation to staff costs and purchasing of appropriate stock levels and ensure prompt ordering of products and services to the school campuses, checking cleaning standards and remedying if they are not satisfactory and reporting any building defects so that the school can be a visible presence around the school campuses.
- To prepare and maintain departmental records including risk assessments for individuals as needed, the Housekeeping and Laundry Department and health and safety records
- To operate a quality standards procedure which should be followed by colleagues and
- To be a visible presence around the school campuses, checking cleaning standards and remedying if they are not satisfactory and reporting any building defects so that the school can be a visible presence around the school campuses.



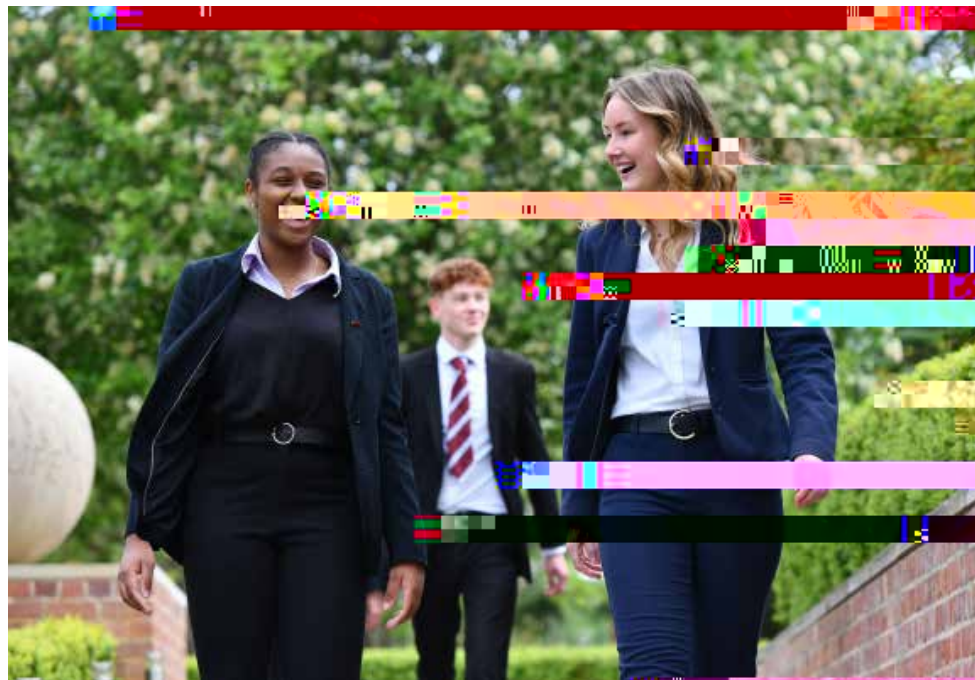
- To regularly check all school accommodations to ensure that they are being
- To regularly audit all equipment and machinery in conjunction with the support of the

holder may be directed to undertake other duties which may be reasonably given from

PERSON SPECIFICATION

Experience/Qualifications

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8kcXeXaVX^bY^ TaTZ^aZ^T^TeZX^ah^ UXeBYVb_XTZhXf^	-	-	-	£	
8kcXeXaVX^bYeXVh^gaZ^TaWeXg^a^aZ^fg^Y^	-	-	-	£	



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FgbaZ^~6G^F^_f^	-	-	-	-	£
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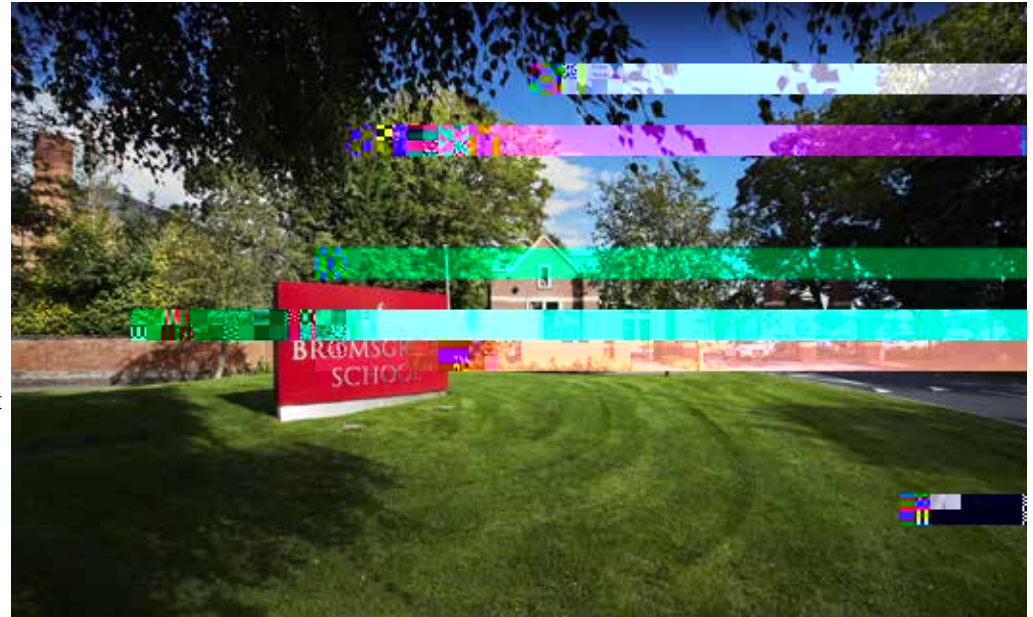
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How to Apply

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The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. This is a regulated position and the School follows safer recruitment procedures; candidates should refer to the **School's Recruitment Policy** that is available on the website.



BROMSGROVE SCHOOL - SENIOR SCHOOL



8 Cadey

18 Willington

28 Old Police Station / Exchange Room /
International Department

36 Health Centre