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**JOB DESCRIPTION**

**Job title: Housekeeping Manager**

**Reporting to: Vice Principal, Business & Enterprise**

**Hours: 30-35 per week**

**Salary: Full time salary £25,756 Pro-rata: £20,883-£24,363: 0.8108-0.9459 contract**

**Closing date: Sunday 9 February 2025 at 5 pm**

**Job purpose:**

To manage cleaning provision, and effectively maintain hygiene standards throughout the RNC campus and associated accommodation and provide direct support to the cleaning team under the management of the Vice Principal, Business & Enterprise.

As a key part of the RNC team, you will provide a consistently high standard of supervision to ensure that the housekeeping and presentation throughout the campus, is of the highest standard. Areas include Learning Hub, thePoint4 and student accommodation. This will include general cleaning of offices, classrooms, bedrooms, toilets and meeting facilities.

**Main duties and responsibilities:**

* Provide a cleaning service as directed by the Vice Principal, Business & Enterprise including before and after events such as conferences and residential courses.
* Manage the cleaning team of 9 and ensuring that all areas are covered during periods of holiday and absence.
* Yearly and half yearly performance reviews for the team and regular team meetings
* Ensure Cleaning staff provide a high standard of cleanliness and preparation (laundering, making of beds, etc.) throughout the RNC campus adhering to cleaning schedules and checklists.
* Ensure that cleaning tasks are carried out safely, with due regard to RNC students, staff, visitors, and members of the public, ensuring that all equipment used is cleaned and returned to a secure store on completion of cleaning tasks.
* Audit and monitor standards of performance, including the quality of cleaning, laundry, and sanitary provision.
* Ensure all cleaning audit actions are accurately recorded and addressed.
* Promote good customer relations across college, including students, staff, and visitors.
* Ensure, that all aspects of the Health & Safety at Work Act 1974 are complied with and implemented; to include:
* Assist with the communication of COSHH assessments for all cleaning materials, including arrangements for all cleaning staff to receive regular toolbox talks and updates.
* Ensure that all safe systems of work are communicated and followed.
* Ensure adequate stocks of cleaning products with regular stock takes.
* Contribute to the performance of RNC’s recycling, waste, and environmental strategies.
* Contributing to RNC’s response to health and safety, risk management, equality and diversity, communication, and standards of provision.

RNC is an equal opportunities employer welcoming applications from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**Person specification –** Housekeeping Manager

Essential and Desirable criteria will be assessed using a range of methods that may include application form, interview, task or test, presentation of certificates or required document. Consideration will be given to candidates who may not hold all of the essential requirements but who can demonstrate equivalent and relevant experience.

| **Attributes** | **Essential** | **Desirable** |
| --- | --- | --- |
| Experience | * Experience of a supervisory role | * Experience of professional cleaning * Experience of hotel standard cleaning services * Experience of working in a school, college, or university |
| Knowledge/skills | * Awareness of Health & Safety practices and guidelines * Strong interpersonal skills * Excellent customer service * Working knowledge of Health & Safety requirements * Understanding of equality and diversity | * Effective networking skills * Good communication skills * Awareness of disability legislation * Awareness of efficient waste and recycling practice |
| Qualifications and training | * Relevant training of Health and Safety requirements | * Willingness to work towards Health & Safety qualifications |
| Aptitudes and abilities | * Leadership qualities to motivate and lead a team of staff. * Ability to maintain positive staff & customer relations. * Flexibility to cover workload as required. * Ability to work in a team environment and on an individual basis |  |
| Disposition, attitude, and motivation | * Understanding of safeguarding for our students and a commitment to safe practice * Commitment to equality and diversity and its active promotion * Positive ‘can do’ attitude. * Good drive and determination * Approachable manner |  |
| Additional/other | * Enhanced DBS (Disclosure & Barring Service) disclosure will be required prior to appointment being confirmed. * Eligibility to work in the UK |  |