



# OUNDLE

School

## **Domestic Team Leader (DTL)**

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Domestic Team Leader (DTL) is an integral member of the Operations team and will work with the Matron and Housemaster / Housemistress (Hsm) in a boarding House or the Head of Department to ensure their House or facility meets the standards specified in the Service Level Agreement (SLA). The role of the DTL is a hands-on working role and is responsible for leading a team of between five to eight Domestic Operatives (DOs), reporting functionally to a Senior Domestic Team Leader (SDTL). In addition to the mandatory training requirements, a DTL benefit from skills developed through a School wide management and supervisory skills programme, learn and develop Health and Safety aspects for the role, gain further knowledge of Oundle School Handbook Policies, and coach DO's in Safer Systems of Work in cleaning and laundry duties.

The DTL works during both term time (including pre and post term) and also during the Enterprise Lets periods during School holidays when groups outside the School use the facilities, to ensure the fabric and cleanliness of the School is maintained in accordance with the SLA, irrespective of the occupants. This role provides vital continuity for the House throughout the year.

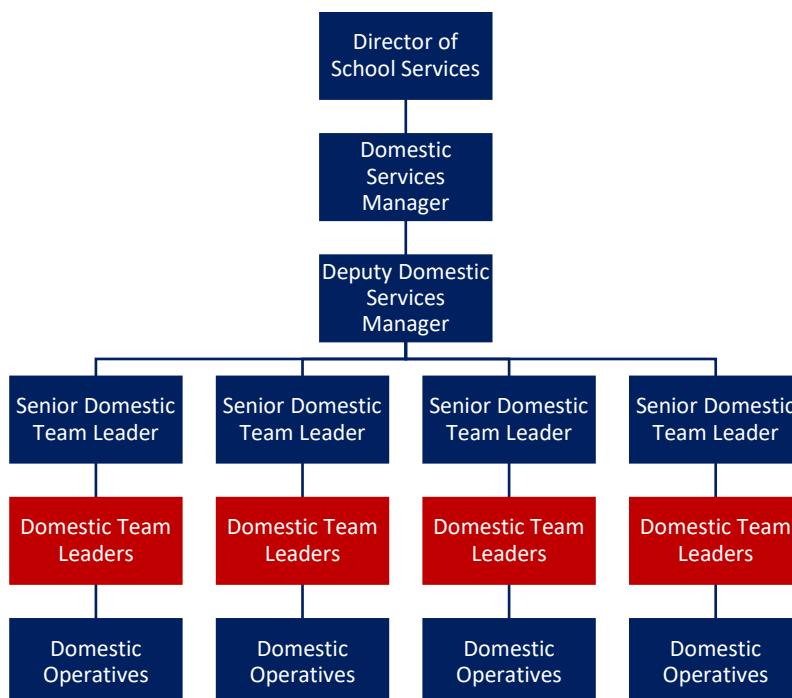
The DTL is responsible for: the routines as specified in the SLA, the Specific Operating Procedures (SOPs) that apply to their House or Area and for recording and reporting staff attendance, working supportively across the team to ensure the best deployment of staff and motivating the team.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



## Role details

Working within the Operations team, the role holder will report to a Senior Domestic Team Leader, and is responsible for a group of Domestic Operatives.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

### Operational

- To carry out cleaning duties for approximately one third of your working day, by having an area of your working location designated to you.
- Be an additional resource within your location or across the School to cover for absences of DOs and other DTLs at the discretion of the management team for a further third of your working day, or continue in your working location as necessary.
- Clean all areas of the Boarding Houses and School buildings including private accommodation and communal areas in accordance with guidelines, training and standards set by the Domestic Services Manager and relevant authorities.
- Store, retrieve and use appropriate cleaning chemicals in accordance with COSHH regulations and as directed.
- To launder items as instructed, and guided by care labels, when working in the School Laundry or in a Boarding House laundry ensuring all items are cleaned effectively.
- To assist with the collection, delivery and storage of laundry throughout the School.
- To take care of equipment ensuring it is in good working order to ensure safety, cleanliness and longevity of equipment.
- To sew to an acceptable standard – including name tapes, badges, repairs and minor tailoring.

## **Supervisory**

- Direct and support DOs on a day-to-day basis to deliver the requirement within the role.
- Admin duties to be carried out in the remaining third of your working hours if required, alternatively, to continue with domestic duties.
- To adhere to all procedures and protocols including Health and Safety, in accordance with the Dom Ops Briefing Manual, and to carry out regular team training.
- Follow Infection Control Manual guidelines in cases of outbreak, in liaison with Matron.
- Complete all necessary induction training with new starters.
- Track and document additional hours worked in the House/Area.
- Complete return to work documentation for DOs in the event of absence through sickness.
- Monitor performance and seek advice where necessary from SDTLs and HR should concerns be raised.
- Supervise performance of DOs in their House or area and carry out annual reviews (Objectives and Personal Development Reviews or OPDRs) and regular 1:1 meetings.
- Report Maintenance and IT requests via the relevant support channels.
- Report equipment breakages, accidental damage, service requirements or replacements to the Porters dept.
- Complete Incident Report Forms for accidents, incidents and near misses on the Health and Safety system and inform and liaise the Domestic Services Manager and H&S Officer where appropriate.
- Order cleaning supplies through the online ordering system, being mindful of stock holding.
- Carry out end of year stock take.
- Responsibility for the Specific Operating Procedures (SOPs) that apply to the House/Area and for staff duties in consultation with the SDTL.

## **Relationships**

- Reporting to the SDTL as specified for line management.
- In a Boarding House, work with Matron to identify any issues arising and ensure standards are maintained and keep the Hsm informed, as appropriate.
- Liaise with Heads of Department to ensure standards are appropriate in their area.
- Work as part of a wider school team within support services departments.
- Fully support the Lets programme as appropriate.

## **Other**

- Be aware of and work towards compliance with the National Boarding School Standards which sets out the standards which promote and safeguard the welfare of all boarders.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.

- Ensure compliance with the School's Health and Safety policy and requirements.
- Work as part of the DTL team to support and liaise with colleagues in other Houses or areas.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Good level of general education or equivalent work experience	•		Application form Interview
Relevant qualification such as; NVQ Level 2 Cleaning & Support Services or British Institute of Cleaning Standards Qualification or equivalent		•	
Supervisory Qualification		•	
First Aid Qualification		•	
Skills and Experience	Essential	Desirable	Method of assessment
Experience of cleaning and cleaning methods	•		Application Form Interview Assessment Exercise* References
An understanding of how to lead and motivate a team consistently and be part of a team	•		
Able to utilise management, appraisal and induction processes effectively	•		
Experience of staff supervision		•	
Experience of working with young people		•	
Experience of working in a Laundry		•	
Experience of training staff in simple cleaning techniques		•	
Experience of COSHH principals applied to cleaning		•	
Experience of using cleaning machinery		•	
Experience of dealing with spillages of bodily fluids		•	
Experience of infection control methods and principles		•	
Computer literate	•		
Basic Sewing skills		•	
Trained in the use of fire extinguishers		•	
Personal qualities	Essential	Desirable	Method of assessment
Good interpersonal skills and a strong sense of teamwork	•		Application Form Interview Assessment Exercise* References
Supportive and constructive with colleagues	•		
Ability to communicate effectively, verbally and in writing where appropriate, at all levels within the organisation	•		
A flexible approach to working hours including the occasional evening and weekend working by arrangement	•		
Able to prioritise and work under pressure	•		
Customer focused	•		

## Information for applicants

Start date	As soon as possible, subject to notice period and pre-employment checks (typically 4-6 weeks).
Remuneration	<p><b>40 hours per week</b></p> <p><b>Hours of work:</b> 06:30 – 08:30, 09:00 – 12:30, 13:00 – 14:40 Monday to Friday and 07:30 – 12:30 each Saturday.</p> <p><b>Salary:</b> £23,181 pro-rata (£25,979 FTE) based on 46.4 paid weeks</p> <p>You will be paid each month through the year.</p>
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	<p>21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff.</p> <p>There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).</p> <p>Holidays are not to be taken during Term time or periods when you are required to work your remaining contracted hours.</p>
Other	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Employee Assistance Programme</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Discounted membership of the Sports Centre and Swimming Pool</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School term times</li> <li>• Free car parking (subject to availability)</li> </ul> <p><i>Some of the above are non-contractual</i></p>

**How to Apply:** Candidates should complete our online application form at:

[www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

**For more information, please contact the Recruitment Team at:**

E-mail: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk)

Tel: 01832 277 193

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's website.