

ROLE PROFILE

Job Title:	Domestic Services Team Leader
Responsible to:	Health, Safety and Compliance Officer
Responsible for:	Domestic Services Team
Salary:	£24,204 Per Annum Scale 3, Point 19
Hours per week:	37 hours per week with working hours to be carried out between 12.30 pm – 8.30 pm
Weeks per year:	52
Conditions of Service:	Callywith College Trust
Academic or Support:	Support

Key Purpose of the Role:	To lead and support the Domestic Services Team and carry out cleaning duties across the college. You'll help make sure the college is clean, safe, and welcoming by working to agreed standards and timescales.
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Primary Tasks:

Lead and support the Domestic Services Team to make sure all cleaning tasks are completed to a high standard and on time.

Carry out daily cleaning tasks using appropriate equipment, including:
Sweeping, mopping, dusting, vacuuming, polishing, and emptying bins.

Make sure cleaning products and equipment are well-stocked and in good condition.

Lock internal doors and windows as needed.

Share any issues from the previous shift with the team at the start of your shift.

Complete your own cleaning duties in a designated area.

Cover other team members' areas when needed.

Add any new cleaning requests to the daily task list and assign them to team members.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

Check progress throughout the evening and report any outstanding issues to the Health, Safety and Compliance Officer.

Attend a weekly meeting with the Health, Safety and Compliance Officer to discuss updates and any ongoing concerns.

Keep track of cleaning supplies and equipment, and request more when needed.

Train new staff on cleaning procedures and provide refresher training when necessary.

Follow all health and safety rules, including wearing PPE and using cleaning products safely (COSHH). Report any hazards or faults.

Take part in deep cleaning during college holidays.

Help move furniture and carry out other related tasks when required.



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COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

Performance and Development

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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Domestic Services Team Leader

Ideally, the person appointed will have the following skills and experience:

- Experience leading or supervising a team.
- Knowledge of health and safety rules, including safe handling of cleaning products and equipment.
- Basic computer skills (e.g. using Word and email).
- A team player who can also work well on their own.
- Good attention to detail, reliable, and able to take initiative.
- A high standard of work and able to meet deadlines.
- Experience in cleaning, ideally in a school, college, or office setting.
- Flexibility to work different hours during the academic year.
- Physically able to move cleaning equipment and light furniture.
- Experience using powered cleaning equipment.
- Able to adapt to changes in the cleaning schedule.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

CALLYWITH VALUES

CHOSEN BY STAFF
AND STUDENTS, OUR
VALUES REPRESENT
THE VISION, MISSION
AND CULTURE OF
CALLYWITH COLLEGE.

