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| **Job Title** | Housekeeping Supervisor |
| **Reports to** | Head of Housekeeping  |

**Job Purpose**

Our Housekeeping Supervisors are fundamental to ensuring that our Boarding Houses are kept as clean, orderly and welcoming as possible. The Boarding Houses are integral to our pupils’ lives, and Housekeeping Supervisors therefore have a direct impact on pupils’ experiences of life at Eton College.

As Housekeeping Supervisor, you are responsible for supervising the work of a team of Housekeepers within five of our boarding houses. Your role is to make sure that all cleaning is undertaken to the required standards, and is consistent across the houses that you support. You also provide training and guidance for your team, and work with the wider Housekeeping and Central Cleaning team to ensure the smooth running of the department.

**Key Tasks and Responsibilities**

* Supervising your team of Housekeepers to make sure that the boarding houses and any other areas under your care are clean, tidy and inviting at all times.
* Assigning and inspecting work to ensure that cleaning standards (including COSHH standards) are being met, Service Level Agreements achieved, and house events appropriately prepared for;
* Undertaking cleaning and housekeeping tasks as required;
* Training and inducting new team members to ensure that they are able to effectively perform in their roles and deliver exceptional customer service to the houses;
* Ensuring that team members receive and keep up to date with safeguarding training;
* Undertaking annual performance appraisals, giving constructive feedback and identifying development opportunities;
* Building and maintaining a motivated and positive team who provide an excellent Housekeeping service;
* Support the Workforce Planner and Cleaning Duty Managers to ensure appropriate staffing levels are maintained and house rotas are effective to deliver the standards required;
* Assisting the Head of Housekeeping with recruitment and selection activities for Housekeeping staff;
* Overseeing cleaning supplies (in conjunction with your Housekeeping Supervisor colleagues), which includes taking regular inventories, ordering new stock, and issuing supplies and equipment to Housekeeping staff;
* Make recommendations regarding ways to improve the Housekeeping service and ensure more efficient operation;
* Support the set up and close down of the House at the start and end of each term (known as a Half).
* Undertaking any other reasonable duties as required.

Safeguarding Responsibilities

* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality

**Skills and Competencies Required**

To be successful in this role, the incumbent should:

* Previous experience in a similar role;
* Prior line management or supervisory experience;
* Previous Housekeeping experience;
* Demonstrate knowledge of health and safety compliance inclusive of COSHH;
* Be flexible and willing with a positive, can do attitude;
* Strong communication skills with the ability to motivate and inspire a diverse team;
* The ability to work with minimal supervision and to use your own initiative;
* Committed to delivering high levels of customer service;
* Exceptional attention to detail, ensuring the highest standards of cleanliness and presentation are maintained throughout the College.

**Working Pattern**

* Your working hours will be 40 hours per week, 8:00am to 4:30pm, Monday to Friday, working year-round.
* All Housekeeping Supervisors are required to support the set up and close down of the House at the start and end of each term (known as a Half). The set up and close down normally takes three days. These days may fall over a weekend, or on a weekday when you do not normally work. We will give you as much notice as possible of the dates.
* You will be entitled to 21 days of holiday- If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**