Chetham's
School of Music

JOB DESCRIPTION

Job Title: **Deputy Housekeeping Manager**

Responsible to: Housekeeping Manager

Context

Founded in 1653, Chetham's comprises three charities: Chetham's School of Music, Chetham's Library and Chetham's Hospital, all based on one site in the heart of Manchester city centre. The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff and boarding staff.

Purpose:

To work as part of the Housekeeping Team in providing an efficient and high-quality service to all public, academic and residential areas of the School.
To ensure a clean, safe environment for students, staff and visitors to Chetham's School of Music.

Key responsibilities and duties:

To work as part of the Housekeeping Supervisory team in organising the duties of Housekeeping staff, in particular, although not exclusively, the Housekeeping Porters. This will include organising cover for Housekeeping staff absences, whether by utilising existing staff hours or by arranging the distribution of overtime hours.

To ensure the Timekeeping of staff is monitored and recorded accurately, counsel staff where there are problems and report any continued concerns to the Housekeeping Manager.

Have an overview and help to maintain office records as necessary, including Budgets, Sickness and Overtime records.

To ensure Housekeeping duties are carried out according to agreed rotas and required standards. Where necessary, to take remedial action, including assisting in staff training.

To assist the Housekeeping Manager in the evaluation of new cleaning equipment and chemicals giving consideration to budgets.

To assist the Housekeeping Manager in the compilation of Housekeeping Work Schedules, in liaison with service users.

To act as liaison between Management and Housekeeping staff in implementing departmental and School policies.

To assist the Housekeeping Manager in overall management responsibilities including the monitoring of services provided by external contractors.
To evaluate these services and in liaison with the Housekeeping Manager, review suppliers.

To assist the Housekeeping Manager in the administration of Housekeeping floor cleaning equipment, including the arranging of breakdown and service visits, record keeping and
In liaison with the Housekeeping Supervisors, ensuring that equipment is maintained in a clean and safe condition.

To ensure that re location of furniture and equipment for External Lettings are carried out according to the information supplied by the Events Co-ordinator on the 'Artifax' system.

To deputize for the Housekeeping Manager in the event of holiday or sickness.

To ensure that Housekeeping staff work in a safe manner according to the Health & Safety policy of the School and of the Housekeeping Department.

To undertake any other duties which may fall within the remit of this job but which are not listed above.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with *Chetham's Child Protection and Safeguarding Policy*, the *Staff Code of Conduct* and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name .....

Employee's signature .....

Date .....

Chetham's
School of Music

PERSON SPECIFICATION – Deputy Housekeeping Manager

Qualifications

COSHH	Desrable
GCSE A-C or Equivalent in Maths	Desirable

Knowledge and Experience

Proven experience within a Supervisory role	Essential
Previous experience of working with cleaning equipment and materials	Essential
Previous experience of working within a multifunctioning environment	Essential
Previous training experience	Desirable
Experience of cleaning requirements within a historic building	Desirable

Skills

The ability to communicate effectively at all levels	Essential
Good organisational skills	Essential
Ability to operate in a safe manner	Essential
Ability to operate cleaning machinery	Essential