

Applicant information for the post of

Housekeeping and School Accommodations Manager



BROMSGROVE SCHOOL MISSION STATEMENT

5eb` fZebi X'FV[bb_T\` f`p`cbWhVX` [Tccl ZVexTgi XZ` beF_VgmXaf`j [b`_i`X` bgi TgWZ`h`_XW`_i`Xf`j [\X`XaeV[`aZ`g`X`_i`Xf`bYbg`Xef!`

g`fXX`f`p`TV[`Xi`X`g`f`g`dbhZ[`Ta`Xa`_V[g`aXWZ`WfVc`_aXW`TaWUdbTWXW`hVTg`ba`g`Tgexf`cbaWf`p`Z`bUT`_V[TaZX`j [\X`exg`a`aZ`Vbe`X`i`T`h`XF!`~

G[X`6be`X`i`T`h`XF`5eb` fZebi X`fXX`f`p`bfg`e`a`g`chc`_f`TeX`-; h` _Vg`TaW6ba`W`a`VX`6b`cTff`ba`TaW4`U`g`ba`E`XfcXVg`TaW6`hebf`g`G`b`Xe`Ta`VX`Ta`Wl`f`ba

OVERVIEW

The School operates all year round and during holiday periods has large numbers of staff to liaise with other departments such as Events and Estates in respect of availability and costs. The successful applicant will require the successful applicant to manage the daily operation of this large and busy department. The successful applicant will be responsible for the day to day operation of the department and will be responsible for the day to day operation of the department. The successful applicant will be responsible for the day to day operation of the department.

The School operates all year round and during holiday periods has large numbers of staff to liaise with other departments such as Events and Estates in respect of availability and costs. The successful applicant will require the successful applicant to manage the daily operation of this large and busy department. The successful applicant will be responsible for the day to day operation of the department and will be responsible for the day to day operation of the department.

Director of Estates

9 months per annum (9eWtI Z&*!) (bhf`Ybe(%j XX^f`bYg X1 XTd`~ A bgbaT_`*!&#`T!` !z&!&#`c!` !f&#`z` `ahg`hacTW_haV[UeXT`f]

: Negotiable dependent upon experience

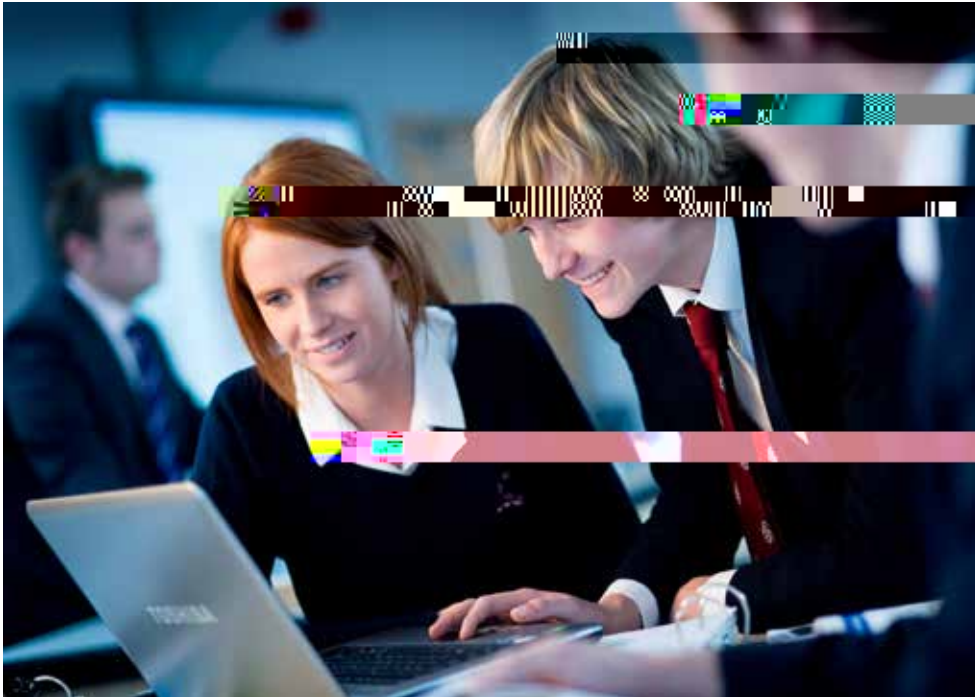
%(`WtI f`cXe`Taah` Z`c_hf`+`Fg`g`h`d`d``5Ta`^`[b_WtI f` %TW`W`g`baT`_WtI f`T`g`e`(`1 XTd` , f`Xe` V`X`

Additional Benefits

- 4 weeks holiday
- 9eX`~ XT`f`j [`f`g`ba`W`h`g`Z`e`X`V`T`e`c`T`e`^`a`Z`~
- Ba`f`g`V`T`e`c`T`e`^`a`Z`!

THE ROLE - specific responsibilities

- To oversee the rotas of all colleagues to ensure that there is effective cover at all times
- To meet with colleagues annually to appraise and identify any personal development
- To use the School's online attendance system and ensure that all hours, holiday and
- To ensure that budgets are controlled in relation to staff costs and purchasing of
- To maintain appropriate stock levels and ensure prompt ordering of products and
- To prepare and maintain departmental records including risk assessments for individuals as needed, the Housekeeping and Laundry Department and health and
- To operate a quality standards procedure which should be followed by colleagues and
- To be a visible presence around the school campuses, checking cleaning standards and remedying if they are not satisfactory and reporting any building defects so that



PERSON SPECIFICATION

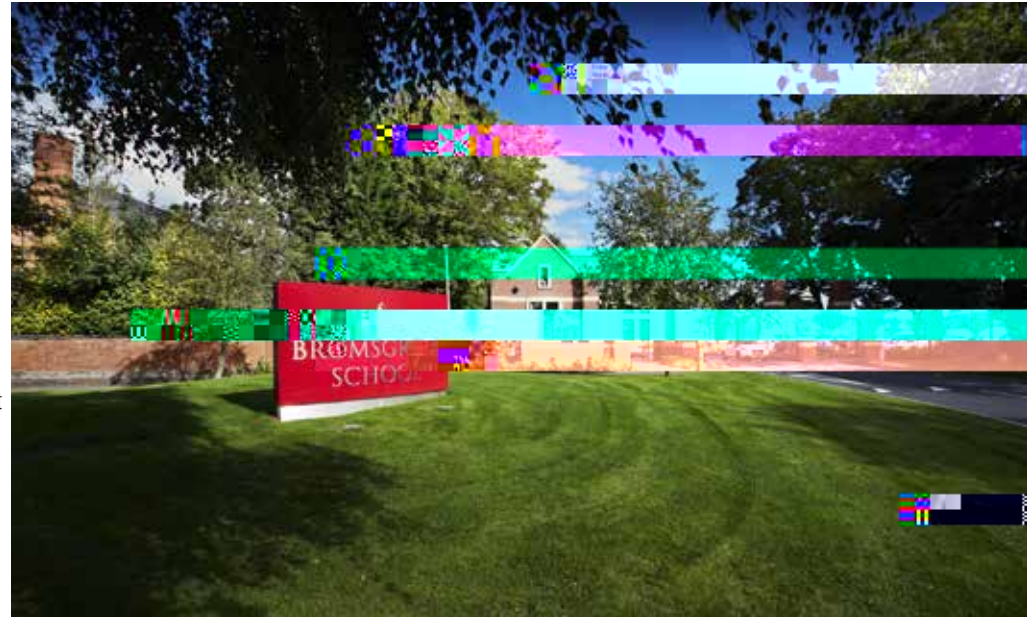


How to Apply

C_XTfX`Vb` c_Xg`g`X`ba`_aX`Tcc`_VTgba`Ybe` !

G[X`V_bf`aZ`Wf`g`Ybe`Tcc`_VTgba`f`f`G[hef`WTI` `aW`=TahTd` `%#%&` `

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. This is a regulated position and the School follows safer recruitment procedures; candidates should refer to the **School's Recruitment Policy** that is available on the website.



BROMSGROVE SCHOOL - SENIOR SCHOOL



8 Cadey

18 Willington

28 Old Police Station / Exchange Room /
International Department

38 Health Centre