

JOB DESCRIPTION

Domestic Supervisor

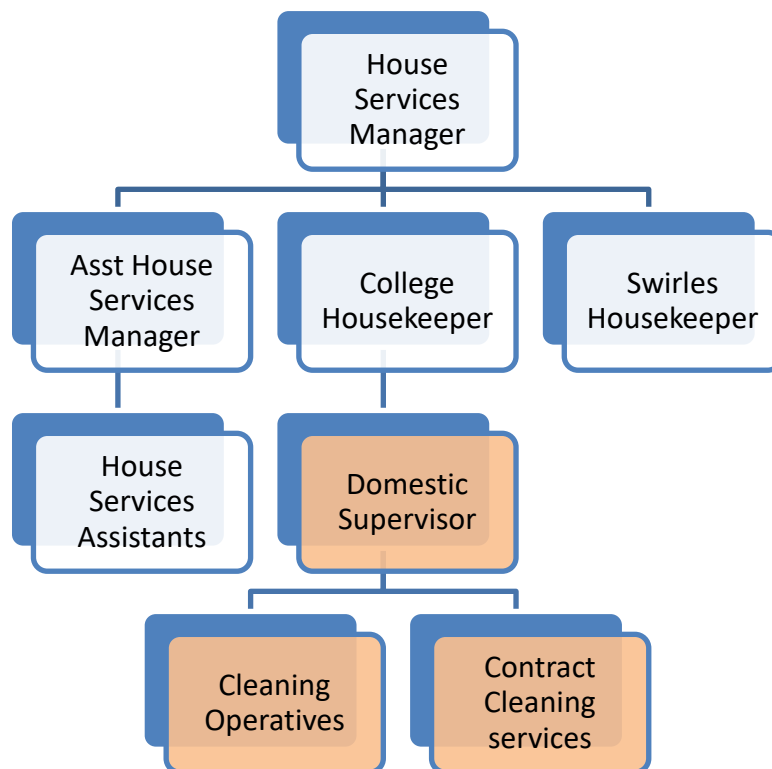
College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK’s first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton’s buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Role Purpose and Department Structure

Team/ Department: House Services
Reporting to: House Services Manager via Housekeeper



Purpose of Job

The Domestic Supervisor supports the Housekeeper in overseeing the daily delivery of cleaning and housekeeping services across the College. The role is responsible for supervising House Services staff and contracted cleaning services to ensure high standards of cleanliness, hygiene, and presentation are maintained in residential, academic, and conference areas.

The post holder will organise staff rotas, monitor work standards, support staff training and development, and liaise with other departments to ensure the efficient running of the House Services operation, particularly during busy student and conference periods.

Role Duties and Responsibilities

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

- Under the direction of the Housekeeper, oversee the work of House Services staff and contracted services across the College to ensure established standards of cleanliness and presentation are consistently maintained.
- Arrange staff work schedules and rotas, including holiday cover and weekend working, to ensure House Services are provided at all required times.
- Monitor and check cleaning standards regularly, providing supervision and guidance where necessary, and report any concerns to the Housekeeper.
- Work closely with the Accommodation Team to ensure the smooth preparation and turnaround of rooms for arrivals and departures.
- Report maintenance issues and damages through the College's online CSC reporting system.
- Report damages caused by students or guests to the Housekeeper.
- Monitor the Kinetics online room booking system daily, particularly during busy periods such as the summer conference season, to ensure cleaning schedules reflect any booking changes.
- Work with the College Housekeeper to review staff and contracted staff hours regularly to ensure an appropriate balance of tasks and staffing levels.
- Assist in identifying staff training and development needs and work with the House Services Manager to support these requirements.
- Ensure departmental and contracted staff are aware of, and comply with, all Health and Safety procedures and guidelines.
- Assist with the induction of new and casual staff, ensuring all relevant induction documentation is completed.
- Support the House Services Manager and Housekeeper by providing information relating to departmental budgets when required.
- Support the Swirles Court Housekeeper as directed by the Main College Housekeeper.
- Count, record, and manage linen inventory on a regular basis.
- Assist in cleaning supplies and equipment stock inventories and ensure COSHH data is in place and communicated to staff.
- Liaise with the linen provider, currently Swiss Laundry, to coordinate weekly linen deliveries and collections. Ensure additional linen requirements are managed efficiently during busy conference periods.
- Arrange dry cleaning services when required.
- Liaise with the hygiene disposal contractor over servicing.
- Conduct quarterly inspections of student rooms and Fellows' flats/houses and communicate with residents via email as necessary.
- Maintain confidentiality and respect residents' right to privacy, recognising that the role involves working in residential areas. Report any concerns regarding breaches of confidentiality to the P&C Manager.
- Participate in relevant training programmes, including those designed to minimise occupational risks.
- Become familiar with and work in accordance with all College policies and procedures.

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of People and Culture.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

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

Qualifications	Essential	Desirable	Method of assessment
NVQ in Cleaning		✓	CV and Cover Letter Interview
Management training		✓	
Skills and Experience	Essential	Desirable	Method of assessment
Organisation Skills	✓		CV and Cover Letter Interview References
Observation Skills	✓		
Computer literate – including the ability to use, develop or spreadsheets. Word and Emails		✓	
Personal qualities	Essential	Desirable	Method of assessment
Reliability and Trustworthiness	✓		CV and Cover Letter Interview References
An ability to understand and carry out instructions and explain them to others.	✓		
Able to communicate well with others, verbally and in writing.	✓		
An ability to work with staff at all levels of the College and with students, Fellows, conference clients and other visitors	✓		
An ability to work to identified standards.	✓		
An ability to exercise discretion and to maintain confidentiality	✓		
An ability to work outside of normal hours if required including weekends if required.	✓		

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Point 31 – 32- £28,778 to £29,588 (depending on skills and experience).
Working arrangements	Full Time, 37.5 hours per week.
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	Pro-rata of 34 days paid holiday.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>