

**JOB DESCRIPTION**  
**Maple View School**

**Job Description:** Domestic Manager/Team Leader

**Responsible to:** Group Services Manager  
Headteacher

**Functions of the Post:**

To generally manage and oversee the provision of the domestic service within an agreed budget.

To ensure the school complies with all health & safety legislations relating to the post.

**Duties and Responsibilities:**

**THE OPERATION**

- To ensure all areas of the school and homes are cleaned on a timely basis with routine deep cleans in place to prolong the life of the building
- To provide residents, staff and guests with a clean and welcoming environment to work and live in.
- To comply with SENAD Group and Schools policies
- To report the weekly financial performance to the Group Manager
- To liaise with relevant Heads of Department to achieve operational objectives
- To help raise the profile of looking after their work and home environments in keeping areas clean and hygienic
- To ensure all cleaning records are being recorded using a robust system.
- To carry out all reasonable management requests
- To manage the domestic team effectively to clean the environment.

**STAFF:**

- To ensure all appropriate information is communicated and cascaded to the teams.
- To complete any training sessions requested by Senad Group

**BUDGETS:**

- Place orders using the online ordering platform for the domestic departments
- To ensure all areas of cleaned and maintained with appropriate tools and chemicals within the budget allowance.
- To ensure procedures for accurate receiving, appropriate storing and security of all goods are in operation

To manage challenging behaviour safely in a way that protects and maintains the rights of the young people (to include physical behaviour).

You will be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.

You as an employee are required by the Health and Safety at Work Act 1974 to:

Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;

Co-operate with the Company to ensure compliance with the law;

And under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

Inform your employer of any situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.

Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

**Signed**\_\_\_\_\_ **Date**\_\_\_\_\_