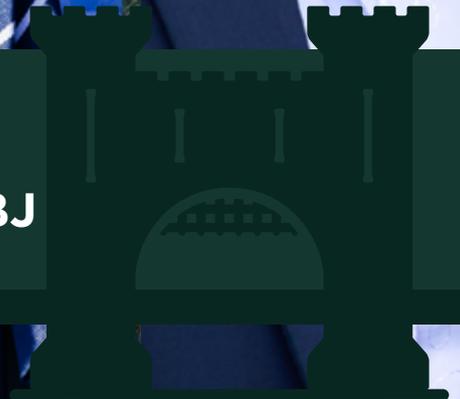




Langley
SCHOOL



Head Housekeeper
Senior School, Langley Park, NR14 6BJ





About Langley

Langley School is an HMC boarding and day school offering an all through education to more than 800 pupils aged 6 months to 18 years.

Langley Prep School is based in Taverham, for ages 6 months to 13 years. Langley Senior School is in Loddon, for ages 10 to 18 years.

With an established legacy in providing a first class inclusive education, Langley is an innovative, caring and stimulating place to work. It is our ambition to not only build the areas in which our strengths lie, but to lead the way as a forward thinking and aspirational school.

Set within two enviable countryside sites, Langley's stunning green campus locations are a wonderful canvas that allow children space to breathe and grow with the added advantage of being close to Norwich and nearby transport links to Cambridge, London and Schipol Airport via Norwich Airport.

About the role

Our Housekeeping Teams are integral to the upkeep and overall presentation of our two beautiful campuses, comprising of our breath-taking neo-Jacobian Hall at Taverham Hall which is home to our Pre-Prep and Prep School, and regal, Palladian-style Hall at Langley Park which hosts our Senior School.

The Head Housekeeper is fundamental to the cohesion of the housekeeping team and ensures that the team is supported. Together, the team ensures that the overall appearance of the school meets and exceeds cleanliness expectations and meets relevant health and safety requirements.

Joining our Operations Department as Head

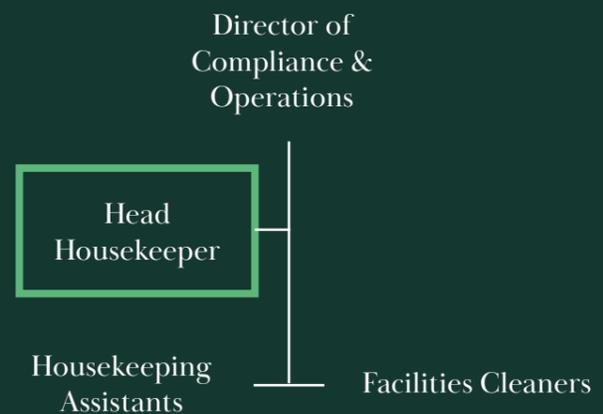
Housekeeper, you will co-ordinate and lead the housekeeping team to fulfil the hygiene and cleanliness needs of the school from classrooms to facilities, offices and boarding accommodation.

Whilst this role is predominantly allocated to the Senior site, there may be occasional requirements to work collaboratively at the Prep site to ensure continuity of systems and services.

We are welcoming applications from enthusiastic, organised and motivational individuals, who have experience at supervisory level within a cleaning, housekeeping or facilities role.



Structure





Purpose and job specification

The Head Housekeeper is responsible for:

- Managing the housekeeping team to include facilities cleaners and housekeeping assistants;
- Maintaining all areas of the school to a high standard of cleanliness, to include classrooms, labs and workshops, sports facilities, offices and boarding accommodation;
- Co-ordination and delivery of work schedules;
- Setting and reviewing key performance targets with the Director of Compliance and Operations;
- Managing sickness and absence;
- Stock control and ordering;
- Induction and update training of the housekeeping team;
- Acting as a role model for safe working practices;
- Liaising with departments and managing housekeeping request response;
- Working 'hands on' alongside the team as required;
- Responding as appropriate to matters of Health & Safety, reporting as required to the Health and Safety Officer or Director of Compliance & Operations.



Skills and experience

Essential:

- Previous supervisory experience;
- A basic IT knowledge;
- Knowledge of the principles of safe working;
- Good organizational skills;
- High standards of cleanliness;
- Ability to work in a team, demonstrating a positive and collaborative working style;
- Strong commitment to Safeguarding and confidentiality;
- Excellent communication skills;
- Enthusiasm and pride in work.

Desirable:

- Relevant Cleaning certificates;
- Previous experience in a similar role;
- Experience of working in an educational environment.



Job overview

Site:	Senior School, Langley Park, NR14 6BJ
Reporting to:	Director of Compliance & Operations
Salary:	£23,400
Hours per week:	37.5 (working 8 hours per day between the hours of 05:00 - 14:00)
Weeks per annum:	52
Contract type:	Permanent
Holiday entitlement:	25 days + 8 bank holidays

Langley is committed to promoting a diverse and inclusive community a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to welcome and support staff from different backgrounds and part time or flexible working applicants.

How to make an application

Langley School is committed to safeguarding our pupils and students. All offers of employment are conditional on the receipt of appointments are subject to receipt of two satisfactory references in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

Applications should be received no later than midday on:

Tuesday 19th October 2021

Any candidates shortlisted for interview will be notified by:

Friday 22nd October 2021

The School reserves the right to interview and appoint before the closing date. Please submit a covering letter outlining your suitability for the role, together with a completed application form; CV's will not be accepted as a substitution but may be submitted to supply additional background information.

Please email your application to recruitment@langleyschool.co.uk and note that all information within your application will be treated

confidentially.

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training
- 24/7 access to our Employee Assistance Programme
- Free School lunches
- Fee remission of up to 50% for permanent staff (subject to pro-rata calculation)
- Access to a range of pension options, including DC and TPS*

*TPS enrollment is subject to employer terms and conditions

Contact

Langley Senior School
Langley Park
Loddon
NR14 6BJ
0044 1508 520 210

Langley Prep School
Taverham Hall
Taverham
NR8 6HU
0044 1603 868 206

Website: langleyschool.co.uk

Email: recruitment@langleyschool.co.uk





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