



SUPERVISOR - LAUNDRY & CLEANING SERVICES

JOB DESCRIPTION

Job Title: Supervisor - Laundry and Cleaning Services

Responsible To: Deputy Head of Boarding/ Head of Boarding

Position Overview:

The Supervisor of Laundry and Cleaning Services is responsible for leading and coordinating all cleaning and laundry operations within the boarding department. The post holder is expected to uphold the ethos and values of SAIntS by ensuring a high standard of cleanliness, hygiene, safety and presentation throughout the boarding facilities.

The Supervisor will manage and support laundry and cleaning staff, monitor standards, maintain records, manage stock and equipment, and work closely with the Boarding Team to ensure that students are provided with a clean, healthy and comfortable living environment. The successful candidate must be organised, proactive, approachable and able to lead by example.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key Duties:

The Supervisor is required:

- To supervise the daily operations of all laundry and cleaning services within the boarding facilities.
- To prepare and manage duty rosters and work schedules for laundry and cleaning staff.
- To allocate duties and monitor staff performance to ensure all tasks are completed to the required standards.
- To conduct regular inspections of boarding houses, bathrooms, common rooms, laundry facilities, offices and surrounding areas.
- To ensure that all boarding facilities are maintained in a clean, hygienic and presentable condition.
- To oversee the collection, washing, ironing and distribution of student and boarding laundry.
- To ensure that laundry services are delivered efficiently and within agreed timelines.
- To provide guidance, training and support to laundry and cleaning staff.
- To monitor staff attendance, punctuality and performance and report concerns to the Deputy Head of Boarding.
- To maintain accurate records of staff attendance, stock usage and operational activities.
- To monitor stock levels of cleaning materials, chemicals, laundry supplies and consumables.
- To submit requisitions for supplies and ensure resources are used responsibly and cost-effectively.
- To ensure that all cleaning and laundry equipment is used correctly and maintained in good working order.
- To report maintenance issues and equipment faults promptly.
- To ensure compliance with health, hygiene and safety regulations always.
- To ensure that cleaning chemicals and equipment are stored safely and securely.
- To ensure staff wear appropriate protective equipment when required.

- To work closely with the Boarding Team to support student welfare and wellbeing.
- To respond professionally and promptly to concerns relating to cleaning and laundry services.
- To attend departmental meetings and training sessions as required.
- To uphold safeguarding policies and contribute to maintaining a safe environment for all students.
- To always act as a positive role model through professional conduct and behaviour.
- To demonstrate flexibility and respond positively to changes in operational requirements.

Hours of Work

The Supervisor will work according to a schedule determined by the Head of Boarding, Deputy Head of Boarding as well as the operational needs of the department.

The role may require occasional evening, weekend and holiday duty to ensure continuity of service and supervision of staff.

Off Duty

Annual leave and days off will be allocated in accordance with the school's policies and operational requirements.

Qualifications and Experience

- MSCE or equivalent qualification.
- Certificate or Diploma in Housekeeping, Hospitality Management, Facilities Management, Business Administration or a related field will be an added advantage.
- At least three years' experience in cleaning, laundry, housekeeping or facilities management.
- Previous supervisory experience is essential. Experience in a boarding school, hotel, hospital or similar residential environment will be an added advantage.

Personal Qualities

The successful candidate will:

- Be confident and organised.
- Possess strong leadership and supervisory skills.
- Demonstrate excellent communication and interpersonal skills.
- Have a high level of integrity and professionalism.
- Be able to work independently and as part of a team.
- Show initiative and attention to detail.
- Be committed to maintaining high standards of cleanliness and service.
- Have the welfare, comfort and safety of boarders as a priority.

In addition to these duties, the post holder may be required to undertake other reasonable duties within the Boarding Department as directed by the Head of Boarding or Deputy Head of Boarding.