



LAMBROOK

DOMESTIC SERVICES MANAGER

**TERM TIME PLUS 4-6 ADDITIONAL WEEKS DURING
SCHOOL HOLIDAY PERIOD**

Required to start as soon as possible.

The closing date for applications is Sunday 19th August.

Interviews will take place shortly after the closing date



CANDIDATE SEARCH

At Lambrook, we pride ourselves on maintaining exceptional standards across every aspect of school life. Reporting to the Estates Manager, we are seeking an experienced and proactive **Domestic Services Manager** to lead our housekeeping and laundry operations, ensuring the highest standards of cleanliness, presentation, safety, and service across the school.

This is a hands-on leadership role, managing a dedicated domestic team and overseeing cleaning operations, laundry services, stock control, compliance, and support for school events and boarding life.

The duties listed are not exhaustive, and the post holder may be required to undertake other reasonable duties.

KEY RESPONSIBILITIES

- Lead, motivate and manage the Domestic Services team, fostering a positive, professional and collaborative working culture.
- Plan and oversee daily cleaning and laundry operations across the school, boarding houses, and external areas.
- Maintain detailed cleaning schedules, rotas, and area responsibilities to ensure consistently high standards.
- Carry out regular inspections and quality checks, adapting schedules where necessary.
- Manage stock levels, supplier relationships, ordering, and budgets to ensure value for money.
- Oversee pupil laundry and linen services, including seasonal sports kit organisation.
- Coordinate deep cleans at the start and end of term, as well as cleaning for school events and lettings.
- Ensure compliance with COSHH, Health & Safety, fire safety, and safeguarding requirements.
- Report maintenance issues promptly and maintain close liaison with the Estates team.
- Manage recruitment, induction, training and annual reviews for domestic staff.
- Oversee external contractors and service providers, ensuring quality and efficiency.
- Support sustainability initiatives, including recycling, charitable donations, and responsible disposal of furniture and equipment.
- Oversee the lifecycle of domestic services equipment and furnishings, identifying future replacement needs and supporting capital expenditure planning to ensure operational efficiency and value for money.



PERSON SPECIFICATION

We are looking for a confident and organised leader who takes pride in delivering high standards and creating a well-run, welcoming environment.

You will ideally have:

- Previous experience managing housekeeping, cleaning, laundry or domestic services, ideally within a school, hotel, healthcare, residential or hospitality setting.
- A strong understanding of Health & Safety, COSHH, manual handling, and safe working practices.
- Experience of leading, motivating and developing teams, including recruitment, training and performance management.
- Excellent organisational skills, with the ability to plan rotas, manage workloads and respond to changing priorities.
- Good IT skills, including ordering systems and email.
- A practical, hands-on approach with strong attention to detail and a commitment to maintaining high standards.
- Good communication skills, with the ability to build positive working relationships with staff, parents and contractors.
- Experience managing stock, budgets and supplier relationships would be advantageous.
- An understanding of safeguarding and the importance of working within a school environment.

HOURS OF WORK

40 hours per week, term time, Monday to Friday with a 30-minute unpaid lunch break. Plus 4–6 additional weeks, during the School holiday period which include concentrated hours at the start and end of term to support deep cleans, with occasional holiday and event cover. Some weekend oversight when required.

Possible working patterns to provide flexibility and help ensure supervision and support across the various teams' shifts where needed could be:

- 6:30am – 3:00pm
- 7:00am – 3:30pm
- 8:00am – 4:30pm



THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available. Salary offers will take into consideration experience and qualifications relevant to the role if required.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk. Applications will only be accepted from candidates completing the School's Application Form in full. In addition, we ask for an accompanying photograph (not essential).

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

