



*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

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

<b>Role title:</b>	<b>Domestic Services Manager</b>		
<b>Reporting to:</b>	<b>Deputy Bursar</b>		
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Educated to A-level or degree level</li> <li>Formal supervisory or management training/qualification</li> </ul>	Production of the Applicant's certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Management of a large team as well as team player within the junior management team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of a school environment</li> <li>Experience in the hospitality industry</li> </ul>	Contents of the application form Interview Professional references
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to communicate with all levels of management and influence decision making</li> <li>Ability to use a high degree of initiative</li> <li>Excellent management and interpersonal skills</li> <li>Ability to use resources effectively whilst ensuring safety standards</li> <li>Ability to maintain confidentiality</li> <li>Ability to organise work effectively</li> <li>Computer Literacy Skills</li> <li>Knowledge of relevant Health &amp; Safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>Specific site and School organisation knowledge</li> </ul>	Contents of the application form Interview Professional references
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>Level headed, pressure resilient</li> <li>Flexible, hands on "can do " approach</li> </ul>		Contents of the application form Interview Professional references

***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.***

***We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***