



Domestic Bursar/ Lettings Manager

King's Ely

Contents

Information for Applicants

- About the School

Domestic Bursar/Lettings Manager

- Job Description
- Person Specification

Terms and Conditions

How to Apply



Information for applicants

About the School

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. Originally a monastic foundation and then a grammar school by Royal Charter, today it is a thriving independent day and boarding school for around 1000 boys and girls aged from 2-18, offering a broad range of GCSEs and A-levels and from which almost all pupils go on to good universities in the UK and abroad. Most students are day pupils from Ely, Cambridge and the surrounding area, and there are also about 200 boarders with over 40 nationalities represented overall.

The School is subdivided into three sections: King's Ely Senior (age 13-18) and King's Ely Junior (age 7-13), which occupy adjacent campuses and shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which has its own self-contained campus about 400m from the main site.

The main campus extends to around 70 acres in total and comprises several historic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities spanning the thirteenth to the twenty-first centuries, and almost 40 acres of playing fields.

King's prides itself on being an academic school but not an academic hothouse. There is a great emphasis on personal development through an extensive co-curriculum of sporting, creative and performing arts and service opportunities as well as through building positive relationships with others in a tight-knit but outward-facing community. The safety, wellbeing and pastoral care of the whole community is central in what is a happy and purposeful school where our diversity and breadth of talent and ability is valued and nurtured.

King's Ely also plays a key role in the local community. The School is one of Ely's largest employers and also educates the boy and girl choristers of Ely Cathedral. King's is also a proud founder member of the Cambridgeshire Educational Partnership, which numbers twelve local schools working together to improve educational attainment, especially for disadvantaged children. The School also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

King's Ely is a registered charity administered by a Board of Governors. The Principal is a member of HMC and the School is also affiliated to the Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.

Domestic Bursar/Lettings Manager

Principal Responsibilities:

Overall responsibility for the leadership, management, and development of the Domestic Services team (approx. 50 staff) and the day-to-day delivery of the school requirements for cleanliness and hygiene across the 70-acre site.

To manage the domestic arrangements for the school including Matrons, Laundry and Cleaning teams.

To manage the schools residential and non-residential letting programme.

To work closely with the Chief Operating Officer (COO), Catering Manager, and other Team Managers on school events.

Responsibilities and duties:

- Working with the COO and Business Manager to manage the school letting program.
- To ensure that facilities are prepared for events as required by the school both during term-time and for holiday lettings, managing additional staffing for these events, facilitating linen hire when required and external laundry services.
- Ensure that furniture and fittings are smart, clean, and fit for purpose.
- Manage the budgets for the departments and external lets
- To effectively administer, monitor and coordinate the domestic service provision.
- To review the existing domestic service provision and take appropriate action to continually improve the service provided to the school in the most efficient and cost-effective way.
- To recruit, induct, manage, develop the domestic teams, and ensure team objectives are met.
- To manage staff attendance and ensure accuracy of timesheets & submit monthly payroll to accounts staff
- To work with the COO to implement effective spending controls for all areas of responsibility.
- To undertake appropriate procurement exercises to ensure the best value is obtained for all products, services, and equipment.
- Ensure all members of the domestic service team have appropriate cleaning tasks and working with the H&S coordinator ensure health and safety training including manual handling, COSHH, etc which is kept up to date and suitably recorded.
- With the Domestic Managers (2), Laundry Supervisor and Senior Matron ensure that the domestic team are appropriately briefed when given new tasks or locations.

- Work with the Catering Manager to ensure areas used for events are cleaned before and after the event.
- To ensure appropriate levels of cleaning equipment and materials are maintained to support the high standard of the delivery of the service, liaising with the custodians
- To ensure that all equipment is safe for use.
- Ensuring the facilities are kept clean and tidy and have the highest quality of appearance always.
- To undertake inspections to identify unsightliness or damage within the facilities and liaising with the Maintenance manager & Clerk of Works to provide reports on required works.
- Support the work of your team in a hands-on manner when required.
- Ensuring an efficient laundry service is provided for pupils and other school requirements.
- Work closely and collaboratively with other teams within the school.
- Responsible for health and safety within the department, ensuring fully compliant with COSHH and all risk assessments are up to date.
- To be a member of the Health & Safety committee
- To ensure full compliance with all safeguarding and data protection policies and any other relevant legislation including the Independent Schools Inspectorate (ISI)

This description is not exhaustive and may well be subject to change over time. The intention is to offer candidates an accurate impression of the expectations commensurate with the post and an outline of the role as it is envisaged at this time.

Person Specification

Essential Skills and qualifications

- Excellent organisational skills – able to plan and prioritise workload
- The ability to cope with a varied and demanding workload
- Strong people management skills
- Ability to think strategically and show good judgement
- A commitment to service excellence and continuous improvement
- First class written and oral communication skills
- IT skills – excellent with Word, Excel and Outlook
- Excellent attention to detail.
- Happy to work independently.
- Flexible
- Background in hotel or service industry would be an advantage

Remuneration and Hours

Start date: Ideally as soon as possible (Child Safeguarding/Protection checks dependent)

Working hours: Typically, 8am – 5pm Monday – Friday with one hour unpaid break, although some flexibility will be required at times. This is a full time all year position.

Salary: On application

Training

King's Ely recognises the value of training its staff in relevant areas to enable them to fulfil their potential, and to maintain a happy and committed workforce. Some Child Protection/Safeguarding and Health and Safety training would be essential.

Benefits

- Enrolment in the statutory auto-enrolment pension scheme. The employer and employee contribution rates for the auto-enrolment pension scheme are currently Employee contribution 5% and Employer contribution of 3%.
- Annual Leave: 33 days' paid holiday per annum, including Bank and Public holidays (3 days of which must be taken during a whole school shutdown at Christmas).
- Limited free on-site car parking
- School lunch provided when at work over lunch time and free hot drinks throughout the day
- Members of staff are entitled to educate their own children in any of the three parts of the school (subject to acceptance). There is a staff discount for children's fees from Reception Year upwards; the total staff discount value for school fees is 50% for full-time staff, reduced pro-rata for part-time staff, subject to an overall cumulative school fees remission limit of 50% of their gross salary. All extra items are to be paid in addition.
- Members of staff are entitled to 10% discount on all King's Ely school uniform ordered for their own children from Schoolblazer.
- The school offers a private healthcare insurance scheme, which staff may opt to join, at their expense, shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year.
- King's Ely offers a comprehensive programme of CPD and is committed to developing the skills of our staff.
- School lunch provided when at work over lunch time and tea and coffee throughout the day.
- A cycle to work scheme available (presently administered by Evans Cycle).
- Limited use of school gym facilities (during specific times) and use of the school swimming pool at specific times (during summer school holidays – small fee applies).
- Limited free on-site parking.

How to apply - Completing your [application form](#)

- All sections of the [form](#) should be completed as fully as possible.
- You may support your completed application form with a CV, however this is not a requirement.
- Please accompany your [application form](#) with a covering letter explaining your reasons for applying for this position. Please also give details of how your skills, qualities and experience meet the requirements of the job description and/or person specification. This should be no longer than two sides of A4.
- King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.
- If you are selected for interview, you will need to provide and bring with you proof of identity, birth certificate, documentation confirming your National Insurance Number or your right to work in the United Kingdom and certification of declared qualifications.

The final closing date for applications will be noon on Friday 27th May. Interviews will take place shortly afterwards.

We appreciate your effort in completing this application and for your interest in working for King's Ely. Please email your completed [application form](#) to recruitment@kingsely.org.

Website: www.kingsely.org Charity Number: 802427 Company Number: 2440509



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