



Theatre Royal Stratford East
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Artistic Director Nadia Fall

Executive Director Eleanor Lang

Aug 2021

Thank you for your interest in the post of **Domestic Supervisor**.

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Access requirements for the application process

We want to make this application process as accessible as possible and supply large print application packs. We will accept covering letters and CVs in a video or audio format.

We appreciate that some candidates will have needs which mean that it is preferable for them to submit a recorded application, rather than a written one.

Recorded applications should be:

- No longer than 5 minutes, unless longer is needed to meet your access needs
- We welcome application videos in BSL

If you have any specific requirements including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact

recruitment@stratfordeast.com.

Please note, any information you provide around your access requirements will not form part of the shortlisting process.

To apply for the post, please:

- Enter your details on our online submission form <https://hr.breathehr.com/v/domestic-supervisor-17668> and upload your covering letter and CV.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)

- If you choose to submit a recorded application, please email the recording to recruitment@stratfordeast.com
- If your recorded application can be found online, please send the link to recruitment@stratfordeast.com
- When submitting your covering letter and CV via our website, please ensure your full name is part of the file name of the document you upload.
- Please ensure your CV is no longer than 2 pages.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

Theatre Royal Stratford East

Stratford East makes theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, inclusive and bold.

We tell stories that provoke discourse about the world we live in and our place within it.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Nadia's first season included

a revival of *Equus*, which received seven 5 star reviews and a West End transfer, Sir Lenny Henry starred in a critically acclaimed and powerful rendition of August Wilson's *King Hedley II*, and we engaged over 300 young people in a large scale production of Benjamin Britten's *Noyes Fludde* in collaboration with English National Opera.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Our Mission

- We produce work of the highest artistic quality that is:
 - Popular: Theatre of the highest quality that seeks to move and entertain everyone
 - Political: Work that provokes discourse about the world we live in and our place within it
 - Inclusive: Stories that are representative of our East London home and speaks to a wider

London audience and which strive for an expansive and imaginative portrayal of its diverse communities

- We ensure diversity and inclusion is central to everything we do
- We are investing in our Grade 2 listed building
- We work to be environmentally sustainable
- We nurture and develop our staff
- We create and champion opportunities for a diverse range of artists
- We develop an emerging generation of talent
- We present a year-round participation programme for people of all ages
- We engage with local partners and people in Newham and the East London area

Governance and Finances

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising

income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

COVID-19

As with many in the theatre industry, our doors reopened to the public on 2nd June 2021 after a prolonged dark period due to the ongoing Coronavirus pandemic. This job description is written with our current plans in mind, however, in light of the current rapidly changing and unpredictable situation it is possible that priorities might change.

JOB DESCRIPTION

Job Title: Domestic Supervisor

Reporting to: Building & Facilities Manager

Line-managing: Domestic Assistants

Working with: Building & Facilities Supervisor

MAIN PURPOSE OF THE POST

To supervise and manage the Domestic team, ensure the cleaning standards set by the organisation are met, and undertake cleaning and general domestic tasks, as directed by the Building & Facilities Manager, alongside other members of the Domestic team.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Establishment of cleaning standards and procedures for workers and ensure adherence to these standards and procedures
- Scheduling and assigning specific duties/roles to Domestic Assistants, and ensuring they are carried out to a high standard
- Inspection of cleaning equipment on a regular basis so as to know when they are worn-out and also request for replacement
- Controlling and monitoring the usage of cleaning materials so as to avoid or minimise waste and/or misuse
- Monitor stock levels and order any cleaning products / sanitary stock that is required
- Be in charge of Control of Substances Hazardous to Health (COSHH) management for the Domestic team
- Take responsibility for unlocking and opening up the venues, when necessary
- If the fire alarm is sounded before a Building Duty Manager or a member of the Building and Facilities team is on site, ensure a full evacuation is carried out. Meet and liaise with fire brigade. Then feedback to the Building and Facilities Manager following evacuation. Training for this will be provided if necessary

- Be a qualified first aider for the organisation (training will be given if necessary). Be actively available to provide first aid and management of any illness, accident or incidents across all sites managed by TRSE, including the completion of accident reports
- Be responsible for the safety of any building occupants until a Building Duty Manager or a member of the Building and Facilities team is on site
- Providing any form of required assistance to Domestic Assistants while they carry out their duties.
- Share responsibility for cleaning all areas of the building with other members of the team:
 - Ensure all bins are emptied
 - Ensure that toilets are kept clean and well stocked
 - Vacuum carpeted areas
 - Mop non carpeted floor surfaces
 - Wipe all surfaces
 - Ensure that Front of House areas are clean, tidy and presentable to the public at all times
 - Ensure that keys are left in the building in the specified place
- Participate in training opportunities, as required
- Work with the Building & Facilities Manager to ensure that appropriate training is provided for all domestic assistant staff

- Run team meetings, as required
- Carrying out performance reviews on Domestic Assistants
- Any other tasks as may reasonably be required

PERSON SPECIFICATION

Experience

- Previous cleaning experience
- Experience managing a team (desirable)

Knowledge

- A knowledge of health and safety
- Basic knowledge of Health and Safety and COSHH regulations (desirable)

Personal Attributes

- Good communication skills
- Able to carry out instructions accurately
- Flexible and reliable attitude to working arrangements
- Ability to work alone as well as part of a team
- Adaptable, friendly, polite and courteous
- Physically fit to undertake the role

INFORMATION

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

Contract type: Part time, 31st August 2022

Salary: £10.50 per hour

Hours of Work: 18 hours per week

Holidays: 30 days per annum including bank holidays pro rata. This will increase by 1 day pro rata for each full holiday year of service completed to a maximum total of 33 days pro rata.

Pension: Up to 5% matched pension contribution after qualifying period.

Other benefits: Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discounts.

Probation: 6 months.

Notice Period: 2 months (after probation period).

End of document.