## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Housekeeping Supervisor</th>
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<tbody>
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<td>Department:</td>
<td>Housekeeping</td>
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<td>Reporting to:</td>
<td>Accommodation Manager</td>
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<tr>
<td>Salary Range:</td>
<td>£18,196 per annum for 37.5 hours per week</td>
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<tr>
<td>Temporary/Permanent</td>
<td>Permanent</td>
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<tr>
<td>Working Pattern:</td>
<td>Full time 37.5 hours per week, working 5 days out of 7 (Monday–Sunday) 9am–5pm</td>
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Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

## Job Purpose

To work within the Accommodation Team towards meeting the daily operational needs of the department. To supervise housekeeping staff, delivering a high standard in respect of cleaning standards for all College facilities. You will be predominantly focused on housekeeping service duties. You will take direction from the
Accommodation Manager on all matters involving Departmental Standards Policy, Health and Safety Policy, due diligence and staff development / training.

**Role Summary**

- Work in a pro-active manner.
- Organise your time and work without continuous supervision.
- Have pride in your work, promote a high standard, provide a high level of service and show hands-on leadership.
- Respect the privacy of residents and ensure confidentiality of sensitive matters.
- Work in a safe and conscientious manner, observing health and safety requirements, including those related to COSHH, manual handling, working at height and fire regulations.

**Key Responsibilities**

- Organise day-to-day cleaning of the College buildings, coordinating staff.
- Collect and count linen daily at the beginning of every week. Count linen to be sent for cleaning. Stock take as and when required.
- Order cleaning and general supplies.
- Issue cleaning stock on a weekly basis to domestic staff.
- Train new staff in areas of responsibility, including staff inductions.
- Organise the cleaning of student departure rooms and room moves.
- Organise rooms to be cleaned and set as summer rooms.
- Maintain and run the cleaning and turnaround of summer rooms.
- Weekly staff checks on areas being cleaned (records must be kept).

**Person Specification**

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<tr>
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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Qualifications</td>
<td>On Job previous experience</td>
<td>NVQ Level 3 or equivalent</td>
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<tr>
<td>Experience and specific knowledge/skills (technical)</td>
<td>General understanding of word and excel</td>
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<td></td>
<td>Good understanding of College</td>
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<td>Team and management skills</td>
<td>Ability to prioritise workload and work to deadlines</td>
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• Willingness to proactively embrace change
• Ability to work effectively as part of a team as well as on own initiative

Other
• Friendly, flexible approach
• Professional demeanor
• Good sense of humour
• Positive attitude

**Screening Check Requirements**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Application Process**

To submit an application for this vacancy, please complete the job application form and complete the College’s Equality and Diversity Form. These should be emailed to domestic.operations@hughes.cam.ac.uk. The closing date for applications is 13\textsuperscript{th} April 2018 at midday. Interviews will be held at Hughes Hall, Cambridge on the 19\textsuperscript{th} April 2018.

For an informal discussion about the post, please contact the Accommodation Manager, Jane Fricker on accommodation.manager@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.