Job Description

Housekeeping Assistant – Part Time

<table>
<thead>
<tr>
<th>Job title</th>
<th>Housekeeping Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>Responsible to</td>
<td>Assistant Housekeeper</td>
</tr>
<tr>
<td>Salary</td>
<td>69.33% pro rata of £17,751 per annum, which is Spine Point 20 on the University Single Salary Spine</td>
</tr>
<tr>
<td>Hours of work</td>
<td>26 hours per week including 1 weekend shift of 4 hours every 4 weeks. You may be required to work additional hours/overtime when authorized and as necessitated by the needs of the College</td>
</tr>
<tr>
<td>Temporary/Permanent</td>
<td>Permanent</td>
</tr>
<tr>
<td>Work pattern</td>
<td>5 days out of 7</td>
</tr>
<tr>
<td>Annual leave</td>
<td>Full time employees are entitled to annual paid leave of 25 days plus bank holidays, pro rata for part time employees</td>
</tr>
</tbody>
</table>

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.
Role Summary

To work as part of the housekeeping team to maintain and clean all areas in the College including

- Public areas
- Offices
- Student rooms and communal areas
- Student departure rooms
- Guest rooms
- Summer school rooms

Key Responsibilities

- Work as a team member within the housekeeping team
- Carry out daily, weekly, monthly and periodic tasks
- Be flexible to cover other areas of week when required

Person Specification

<table>
<thead>
<tr>
<th></th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td></td>
<td>• Previous experience in a College environment</td>
</tr>
</tbody>
</table>
| Experience and specific knowledge/skills (technical) | • General understanding of cleaning practices  
• Be able to work unsupervised  
• Priorities and manage time |                                                                           |
| Team and management skills | • Be able to work as part of a team  
• Willing to take instructions from others |                                                                           |
| Other                  | • Friendly, flexible approach  
• Professional demeanor  
• Good Sense of humor  
• Positive can do 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 email to accommodation.manager@hughes.cam.ac.uk. Please also complete the College’s equal opportunities monitoring form which should be emailed to: HR@hughes.cam.ac.uk.

The closing date for applications is Monday 5 November at 9am.

If you have any questions about the application process, please email the HR Manager at Hughes Hall on HR@hughes.cam.ac.uk.