Job Description Template

This is an exciting opportunity to join the Hughes Hall team in our busy Housekeeping Department.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Housekeeping Assistant</th>
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<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Housekeeping Manager</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<tr>
<td>Probation Period</td>
<td>Six months</td>
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<tr>
<td>Salary Range</td>
<td>66.7% pro rata of £17,751 per annum, which is Spine Point 20 on the University Single Salary Spine. Approx. £9.10 per hour.</td>
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<tr>
<td>Hours of Work</td>
<td>5 days out of 7 on a rota basis. 25 hours per week. 9am to 2.30 pm</td>
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<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>
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<tr>
<td>Pension Eligibility</td>
<td>There is a workplace Pension scheme applicable to your employment.</td>
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</tbody>
</table>

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, with a unique character that comes directly from our members. We’re one of just four Cambridge Colleges dedicated to undergraduates aged 21 and over and postgraduates. That gives Hughes Hall a very different feel from Colleges with younger students.

We’re the second-largest College for postgraduates, but we also have around 100 undergraduates and medical students. Overall, we have around 700 student members and 200 senior members.

We’re one of the most international Cambridge Colleges. We have students from more than 75 countries, and our senior members also come from all over the world. They include top academics, leading figures from government and the third sector, and senior executives in business, finance and law.

Hughes Hall is a College that bridges the academic and external worlds. Our mission is to use academic learning to bring about real change and growth in the world.

We started out as a women-only College for schoolteachers. Over time, we’ve widened both our student profile and our teaching. Today, we welcome students from every background and every part of the world, many of whom are looking for a new direction in study, work or life.
We cover every subject, but we focus strongly on five areas that are all about solving real-world problems through training professionals and studying their associated academic disciplines: law (with philosophy); business (with economics); medicine (with the life sciences); engineering (with computer science, mathematics and physical sciences) and education (with social sciences).

Our atmosphere is open, friendly and communal. We don’t put up any barriers between students, academics and staff. Everyone works, talks and eats together. Unlike most Colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

The College’s senior membership and staff form a diverse and experienced oversight, management, and support team for the College. The senior membership of Hughes Hall comprises a broad range of professional academics at all stages of their academic careers, from early career researchers developing their research profiles, to established Professors directing world-class projects and departments. The College’s Governing Body, which has overall responsibility for the College and is the committee of charity trustees for the College as a charity, is made up of a core group of ‘Fellows’. However, the broader senior membership, made up of Honorary, Life, and Quondam Fellows, as well as By-Fellows, Associates, Research Associates, and Visiting Scholars incorporates a wide range of scholars and professionals into the intellectual and communal life of the College. As a group, referred to collectively as the “senior membership”, these individuals represent the core academic, cultural and institutional leadership of the College community.

The wider community of staff includes individuals experienced in the wide range of skills and day-to-day support functions required in a large and complex educational institution.

Job Purpose

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

Main Duties

- 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

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.
**Person specification**

### Essential

**Experience and specific knowledge/skills (technical)**

- General understanding of cleaning practices
- Be able to work unsupervised
- Priorities and manage time
- Good understanding of English

### Team and Management skills

- Be able to work as part of a team
- Willing to take instructions from others

### Other

- Friendly, flexible approach
- Professional demeanour
- Good Sense of humour
- Positive can-do attitude

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College’s Staff Handbook, Health & Safety Policy and all relevant procedures.

### 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. You are also encouraged to complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is 28th February at midday. Interviews will be held at Hughes Hall, Cambridge.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at
https://www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact the Kathryn Smart on domestic.operations@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.