Housekeeping Assistant

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Housekeeping Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Housekeeping Manager/Assistant Housekeeper and Housekeeping Supervisor</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Full Time - Permanent</td>
</tr>
<tr>
<td>Probation Period</td>
<td>Six months</td>
</tr>
<tr>
<td>Salary</td>
<td>£18,525 per annum, which is Spine Point 20/21 on the University’s Single Salary Spine</td>
</tr>
<tr>
<td>Hours of Work</td>
<td>37.5 hours per week: 8am – 4pm, shift work including weekends when required/needed</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>Full-time employees are entitled to annual paid leave of 25 days plus bank holidays</td>
</tr>
<tr>
<td>Employee Assistance Programme</td>
<td></td>
</tr>
<tr>
<td>Mental Health Peer Support Programme</td>
<td></td>
</tr>
<tr>
<td>Pension Eligibility</td>
<td>There is a workplace Pension scheme applicable to your employment.</td>
</tr>
</tbody>
</table>

Hughes Hall

The University of Cambridge’s oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows”
programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have particular strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our Bridge initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in different stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our centres: the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our website contains further information about our history, people, work, and values.

**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

<table>
<thead>
<tr>
<th>Essential Experience and specific knowledge/skills (technical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• General understanding of cleaning practices</td>
</tr>
<tr>
<td>• Be able to work unsupervised</td>
</tr>
<tr>
<td>• Ability to prioritize tasks and manage time</td>
</tr>
<tr>
<td>• Good level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)</td>
</tr>
</tbody>
</table>

Team and management skills

- Be able to work as part of a team and/or independently providing cleaning & housekeeping services to the residential and public areas of the College
- To cover for absence due to holiday or illness
- To complete other duties as and when required by the Housekeepers

Other

- Friendly, flexible approach
- Liaising politely and effectively between customers and management
- Understanding and following cleaning schedules and instructions
- Professional demeanour with a focus on customer service
- Good sense of humour
- Positive can-do attitude
- Ability to learn new skills, participating in on-going personal development
- Always operating to formal work practices and procedures
- Operating to formal Health & Safety procedures at all times
- Contributing to on-going service development

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 are eligible to live and work in the UK.

Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at: [Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK (www.gov.uk)](https://www.gov.uk)

**Application Process**
To apply for this vacancy, please complete the job application form. The closing date for applications is **12 noon GMT on 16 August**. Interviews will be held at Hughes Hall, Cambridge as applications arrive at mutually convenient times.

The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

You are also encouraged to complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk.

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/](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 Tomasz Drobka on housekeeping.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.