



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

## Housekeeping Assistant

<b>Job Title</b>	Housekeeping Assistant
<b>Location</b>	Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Housekeeping Manager/Assistant Housekeeper and housekeeping Supervisor
<b>Contract Type</b>	Full Time - Permanent
<b>Probation Period</b>	Six months
<b>Salary Range</b>	£20,114 (Point 22 on the University's Single Salary Spine)
<b>Hours of Work</b>	37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
<b>Pension Eligibility</b>	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
<b>Mental Health Peer Support Programme</b>	All staff members have access to the College's Mental Health Peer Support Programme, supporting <a href="#">Mind's Mentally Healthy Universities initiative</a>
<b>Additional Benefits</b>	<ul style="list-style-type: none"><li>• Medicash healthcare plan (<a href="https://www.medicash.org/">https://www.medicash.org/</a>)</li><li>• Free lunches on working days</li><li>• Free Life Assurance cover</li><li>• Enhanced sick pay</li><li>• Cycle purchase scheme</li><li>• Annual season ticket loan</li><li>• Free on-site car parking (subject to availability)</li></ul>

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 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 various 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 work 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**

<b>Essential</b>	<b>Other</b>
<p><b>Experience and specific knowledge/skills (technical)</b></p> <ul style="list-style-type: none"> <li>• General understanding of cleaning practices</li> <li>• Be able to work unsupervised</li> <li>• Ability to prioritize tasks and manage time</li> <li>• Good level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)</li> </ul> <p><b>Team and Management skills</b></p> <ul style="list-style-type: none"> <li>• Be able to work as part of a team and/or independently providing cleaning &amp; housekeeping services to the residential and public areas of the College</li> <li>• To cover for absence due to holiday or illness</li> <li>• To complete other duties as and when required by the Housekeepers</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, flexible approach</li> <li>• Liaising politely and effectively between customers and management</li> <li>• Understanding and following cleaning schedules and instructions</li> <li>• Professional demeanour with a focus on customer service</li> <li>• Good sense of humour</li> <li>• Positive can-do attitude</li> <li>• Ability to learn new skills, participating in on-going personal development</li> <li>• Always operating to formal work practices and procedures</li> <li>• Operating to formal Health &amp; Safety procedures at all times</li> <li>• Contributing to on-going service development</li> </ul>

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**

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK

### **Application Process**

To submit an application for this vacancy, please complete the job application form or send in a C.V. outlining how you meet the job description and person specification. There is currently no closing date and applicants may be invited for interview at any stage.

You are also encouraged to complete the College's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

### **Data Protection**

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

For an informal discussion about the post, please contact Tomasz Drobka on [housekeeping.manager@hughes.cam.ac.uk](mailto: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](mailto:hr@hughes.cam.ac.uk).