Robinson College

Housekeeping Office Assistant

CANDIDATE INFORMATION PACK

CLOSING DATE: THURSDAY 2 NOVEMBER 2023, 9AM
About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.

Salary and Conditions

- Part Time, 20 hours per week
- Permanent
- £13,167 per annum (£24,359 FTE)

College Benefits

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts – incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria

Reports to: Housekeeping Operations Manager

Purpose of the job:

The post holder will be expected to assist in office based tasks to ensure the smooth running of the housekeeping department.
KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

1.1. Support the team with the ordering of materials, ensuring the best value is achieved (raising Purchasing Orders).
1.2 Monitor and update the paperless purchase order system, reconcile delivery notes, follow up non-deliveries, process invoices.
1.3 Review and update material safety data sheets.
1.4 Update stock valuation spreadsheet and forward to Finance Manager.
1.5 Contacting suppliers and contractors to arrange works.
1.6 Oversee the department training records, monitor training requirements and report to Housekeeping Operations Manager.
1.7 Oversee PPE records.
1.8 Process EPS (sickness) forms, update attendance calculation spreadsheet and forward to HR.
1.9 Process staff starter paperwork and forward to HR.
1.10 Process recruitment paperwork and forward to HR.
1.11 Record new and replacement furniture, soft furnishings and carpets on housekeeping system.
1.12 Scanning and archiving both old and new records.
1.13 Reviewing policies and procedures according to the review schedule.
1.14 Answering the phone and dealing with general queries.
1.15 Taking delivery of goods when they arrive at the service yard.
Other duties and administration appropriate to the nature of the post as required by the Housekeeping Manager or Housekeeping Operations Manager.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

2.1 To be ready to commence duties at the appointed time.
2.2 To remain on duty, productively working, until the appointed finishing time.
2.3 To attend work as scheduled.
2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.
3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and enthusiasm with which work is carried out.
3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
3.3 To listen carefully to instructions and to carry them out as directed.
3.4 To check if you have not clearly understood what is required of you.

4. PRODUCT/TECHNICAL KNOWLEDGE: The knowledge and experience required to carry out this job to the expected standard.
4.1 To undertake training as required in order to develop and improve your knowledge and expertise.
4.2 To be able to help and direct others accurately/correctly.
4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

5. ATTITUDE & BEHAVIOUR: Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.
5.1 To empathise with the individuals within the team to form positive relationships.
5.2 Positively participate to help create a good team atmosphere and actively support the ethos of the department.
5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
5.4 Honest and trustworthy. Pleasant in nature.
5.6 Keep your line manager advised of matters which may affect the smooth running of the department.
5.7 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

6. HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.
6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
6.2 Report any hazards that you observe.
6.3 Adhere to the Health & safety policy and procedures at all times.
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| EDUCATION & TRAINING  | Proficient in the use of Microsoft Office, particularly Word, Excel and Outlook.  
|                       | Basic health and safety knowledge including COSHH                        | KX system.                                    |
| WORK EXPERIENCE       | Relevant administrative work experience. Experience of working to budgets and coding invoices. | Knowledge of the Cambridge Collegiate system. |
| INTELLIGENCE/APTITUDE/ATTITUDE | An organised and efficient approach to office administration, including an ability to communicate clearly.  
|                       | Excellent organisational skills and abilities to prioritise workload whilst also dealing with events in a timely manner.  
|                       | Ability to work well as part of a team.                                |                                              |
| PERSONALITY/INTER-PERSONAL SKILLS | Accurate and precise in detail-oriented work.  
|                       | Reliable and committed to maintaining high performance standards.  
|                       | Able to prioritise, to work well under pressure and to meet deadlines.  
|                       | Able to maintain confidentiality.                                       |                                              |
| CIRCUMSTANCES         | Able to work Monday to Friday (hours split across all 5 days).            | Flexibility to work longer hours during busy periods (time off in lieu will be given). |
HOW TO APPLY

To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

Closing date for applications: Thursday 2 November 2023 at 9am

Interview date: w/c 6 November 2023