



Robinson College

Housekeeping Operative - Part Time

CANDIDATE INFORMATION PACK

CLOSING DATE: TUESDAY 2 APRIL
2024 AT 9.00AM



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.



Reports to: Housekeeping Operations Manager

Purpose of the job:
Responsibility for cleaning and maintaining at all times the highest standards of housekeeping, cleanliness and presentation of areas throughout the College.



SALARY AND CONDITIONS



- Part Time, 35, 20 or 15 hours per week
- Permanent
- £21,556 FTE per annum (£11.15 per hour)

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



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.

- Cleaning of designated areas of the college to include accommodation, meeting rooms, teaching rooms, offices, toilets and public areas.
- To set up meeting rooms according to customer requirements.
- To set up bedrooms according to customer requirements.
- To sweep and keep clean and tidy designated external areas of the college.
- To ensure the required standards of cleanliness and hygiene are maintained at all times.
- To ensure cleaning stores areas are kept stocked and tidy at all times.
- To ensure equipment is used correctly and kept in good working order.
- To follow safe working practices to ensure the area of work is kept safe, clean and tidy at all times.
- To report faults and maintenance issues.
- To report 'near miss' incidents
- To adhere to health, safety and security regulations including fire regulations, COSHH, manual handling and working at height regulations.
- To provide cover for other areas of the college when necessary.
- To engage with staff, students and visitors with a professional courteous manner
- To carry out any other task which is consistent with the aims of the post as requested.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

- To be ready to commence duties at the appointed time.
- To remain on duty, productively working, until the appointed finishing time.
- To attend work as scheduled.
- 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.
- 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.

- To be reliable in the carrying out of instructions and tasks and to operate on a "right first time every time" basis.
- To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
- To listen carefully to instructions and to carry them out as directed
- To check if you have not clearly understood what is required of you.



4. PRODUCT/TECHINICAL KNOWLEDGE: The knowledge and experience required to carry out this job to the expected standard.

- To undertake training as required in order to develop and improve your knowledge and expertise.
- To be able to help and direct others accurately/correctly.
- 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.

- To empathise with the individuals within the team to form positive relationships.
- Positively participate to help create a good team atmosphere.
- To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
- Honest and trustworthy. Pleasant in nature.
- Keep you line manager advised of matters which may affect the smooth running of the department.
- 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.

- Operate in a manner so as to ensure that you do not put yourself or others at risk.
- Report any hazards that you observe
- Adhere to the Health & safety policy and procedures at all times.

7. WORKING HOURS AND SALARY: The expected working hours and pay

- Part time
- Working over a seven day working week is expected as per the rota set by your line manager
- Weekday and weekend shifts will be rostered for 5 days per week usually
- The College has a very busy conference trade therefore occasional extra hours will be required.



	ESSENTIAL	DESIRABLE
Work Experience, Skills & Knowledge	<ul style="list-style-type: none"> Cleaning experience 	<ul style="list-style-type: none"> Cleaning experience in offices, meeting rooms, student and/or hotel standard accommodation NVQ in cleaning and support services Experience of lone working Experience of setting up bedrooms for hotel standard accommodation Experience of setting up meeting rooms in a conference environment
Education & training		<ul style="list-style-type: none"> Knowledge of COSHH Knowledge of good manual handling practices Knowledge of working at height practices
Intelligence, Aptitude & Attitude	<ul style="list-style-type: none"> Good oral language skills Basic written skills Ability to use initiative Ability to work independently and within a team Personable and approachable manner Good customer service skills 	<ul style="list-style-type: none"> Excellent oral skills Excellent written skills

HOW TO APPLY



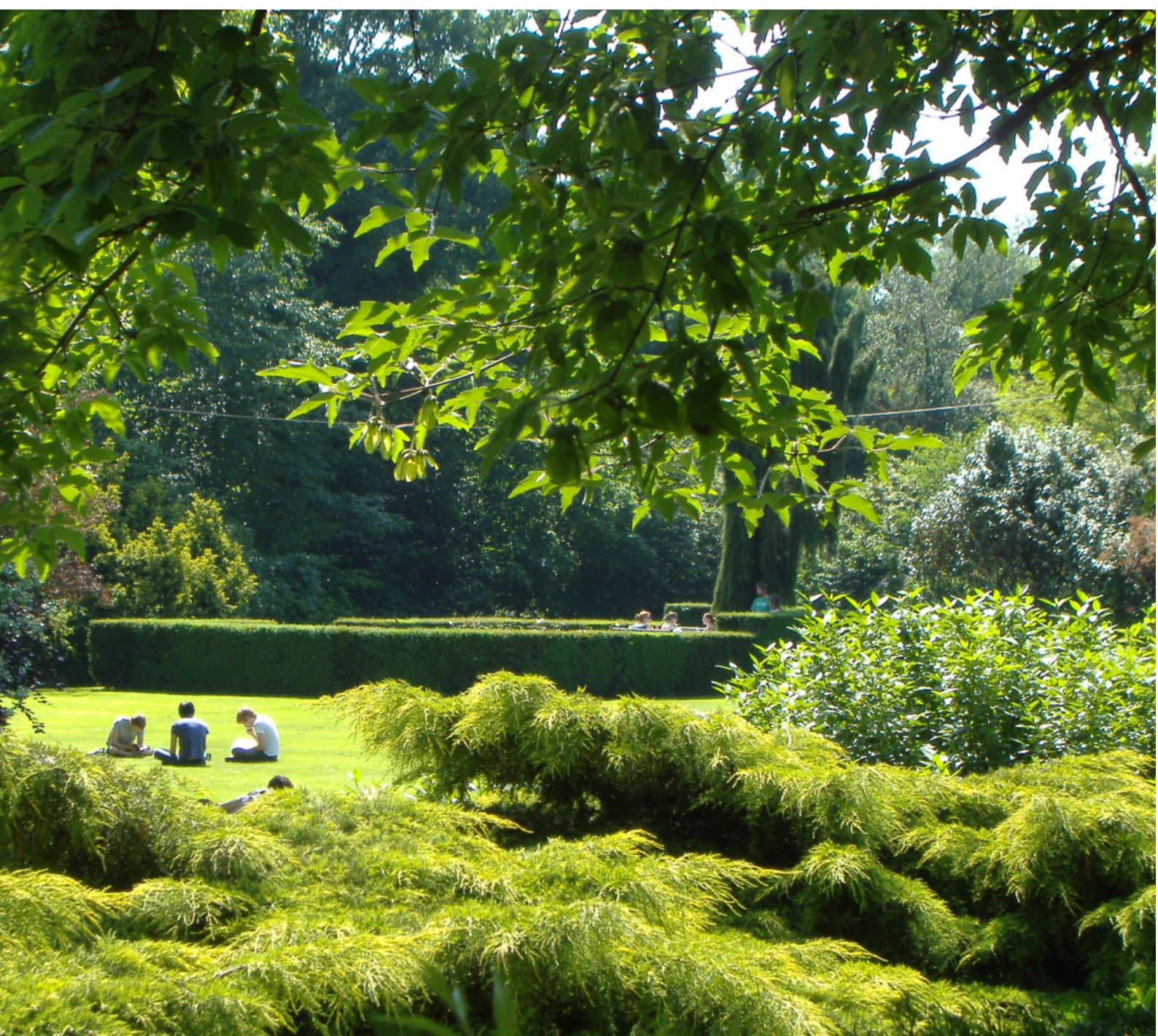
To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

Closing date for applications:

Tuesday 2 April 2024 at 9.00am

Interview date:

Arranged ad hoc with suitable candidates





Robinson College
Grange Road
Cambridge
CB3 9AN

careers@robinson.cam.ac.uk
www.robinson.cam.ac.uk