Robinson College

Maintenance and Housekeeping Office Assistant

FURTHER PARTICULARS
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
- Salary £12,540 (£12 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 (to be introduced shortly)
- Free lunch in College for qualifying employees
- 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
- Cycle to Work scheme
- Training and development opportunities
- Wellbeing support and advice
- 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

Purpose of the job

Robinson College is looking to recruit a part time Maintenance and Housekeeping Office Assistant, to support the smooth running of both the Maintenance and Housekeeping departments in office based tasks.

Reports to: Housekeeping Manager and Maintenance Manager
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.

**Maintenance**

- Support the team with the ordering of materials, ensuring the best value is achieved (raising Purchasing Orders).
- Schedule, monitor and keep accurate records of all servicing activities:
  - Emergency light tests
  - PAT tests
  - Ladder inspection
  - Gas safety inspections
  - Gas and electricity meter readings
  - Water test
- Receiving logging and coding invoices
- Monitoring and updating maintenance ticket system, chasing where required.
- Scanning and archiving both old and new records
- Receiving mail and parcels then distributing contents.
- Contacting suppliers and contractors to arrange appointments / works.

**Housekeeping**

- Support the team with the ordering of materials, ensuring the best value is achieved (raising Purchasing Orders).
- Monitor and update the paperless purchase order system, reconcile delivery notes, follow up non-deliveries, process invoices.
- Review and update material data sheets.
- Update stock valuation spreadsheet and forward to Finance Manager.
- Contacting suppliers and contractors to arrange works.
- Oversee the department training records, monitor training requirements and report to Deputy Housekeeping Manager.
- Oversee PPE records.
- Process EPS (sickness) forms, update attendance calculation spreadsheet and forward to HR.
- Process staff starter paperwork and forward to HR.
- Process recruitment paperwork and forward to HR.
- Record new and replacement furniture, soft furnishings and carpets on housekeeping system.
- Scanning and archiving both old and new records.

Other duties and administration appropriate to the nature of the post as required by the Maintenance Manager/ Housekeeping Manager.
JOB DESCRIPTION

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/TECHNICAL 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.
# PERSON SPECIFICATION

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<th>Education and Training</th>
<th>Essential</th>
<th>Desirable</th>
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|                        | - Proficient in the use of Microsoft Office, particularly Word, Excel and Outlook.  
- Basic health and safety knowledge including CoSHH | - Experience of KX |

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<th>Work Experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                 | - Relevant administrative work experience within the building or property maintenance industries.  
- Experience of working to budgets and coding invoices. | - Knowledge of the Cambridge Collegiate system is desirable but not essential.  
- Knowledge of building materials, electrical or plumbing parts. |

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<th>Intelligence/Aptitude /Attitude</th>
<th>Essential</th>
<th>Desirable</th>
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|                                 | - 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. | |

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<th>Personality/ Interpersonal Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|                                   | - 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. | |

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<th>Circumstances</th>
<th>Essential</th>
<th>Desirable</th>
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|               | - Must be in good physical fitness, as collecting mail and parcels will require manual handling.  
- 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). |