PART-TIME HOUSEKEEPERS
(30 hours per week)

Background

Fitzwilliam College is a dynamic, welcoming, international community committed to developing the talents of all its students, the support of young academics and the training and professional development of its staff. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates and 350 full- and part-time graduate students, 55 Fellows and more than 100 staff.

The College is first and foremost an educational establishment. It recruits and teaches undergraduate and postgraduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business with an annual turnover of approximately £1.3m, hosting over 150 conferences a year, many of which are residential.

The Accommodation and Housekeeping Department consists of the Accommodation and Housekeeping Manager, Deputy Accommodation and Housekeeping Manager, 2 Supervisors, 24 Housekeepers and 4 House Porters.

Housekeeper (two posts: one permanent, one temporary maternity cover)

We are seeking two reliable, flexible Housekeepers to join the team, one permanent and one fixed-term maternity cover. The principle duties are to clean and service college accommodation, Fellows’ sets, public areas, meeting rooms and offices, as directed by the Housekeeping management team. The jobholder is expected to achieve and maintain the college cleaning standards, reporting any faults, breakages and Health and Safety hazards to the Accommodation and Housekeeping Managers.

Candidates should have a friendly, professional approach, with a good level of spoken English and the ability to communicate with College Fellows and staff, students and visitors in a friendly and helpful manner. Previous similar housekeeping experience is preferred, but not essential, as full training will be given.

Conditions of Employment

The contractual working hours for this position are 30 per week, working six hours per day Monday to Friday, with the option to take a half hour unpaid lunch break. Candidates should be flexible and be prepared to work pre-arranged overtime and weekends from time to time as required, particularly in busy conference periods.

The pro rata annual salary is £13,424 (£8.60 per hour). In addition, we offer an excellent working environment, discretionary bonus scheme, 33 days’ annual leave (including bank/public holidays) pro rata, enrolment into a contributory Group Personal Pension scheme, free staff lunches when on duty and car parking on site subject to availability.

Any offer of employment will be subject to evidence of the right to live and work in the UK and satisfactory references. The permanent appointment will be made subject to an initial probationary period of six months. The maternity cover appointment will be for an initial fixed-term of six months.
**Application Procedure**

These details and an application form are available to download from: [www.fitz.cam.ac.uk/vacancies](http://www.fitz.cam.ac.uk/vacancies) or by telephoning Sarah Rowland Jones on 01223 761050. Completed application forms should reach Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Cambridge CB3 ODG, e-mail [hr@fitz.cam.ac.uk](mailto:hr@fitz.cam.ac.uk) not later than **Friday 12 July 2019**.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for these roles, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: [https://www.fitz.cam.ac.uk/about/official-information/data-protection](https://www.fitz.cam.ac.uk/about/official-information/data-protection)