



HOUSEKEEPERS
(One full-time & two part-time vacancies)

Background (see also: www.fitz.cam.ac.uk)

Fitzwilliam College is an open, friendly and diverse academic 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 post-graduate 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.

Housekeepers (two vacancies)

We are seeking two reliable, flexible Housekeepers to join the team. 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 jobholders are 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 is not essential, as full training will be given.

Conditions of Employment

The contractual working hours for the full-time position are 37.5 hours per week, working 7.5 per day, and for the part-time 30 hours per week, working 6 hours per day, Monday to Friday. The normal start time is 7.00 or 7.30am and there is a half hour unpaid lunch break each day (which optional for the 6 hour contract). 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 rate of pay is £9 per hour, which for full-time is £17,550 per annum. In addition, we offer an excellent working environment, generous discretionary bonus scheme, 33 days' annual leave (including bank/public holidays), 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. The appointment will be made subject to the receipt of satisfactory references and an initial probationary period of six months.

Application Procedure

These details and an application form are available to download from:- 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 as soon as possible and not later than 22 September 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>