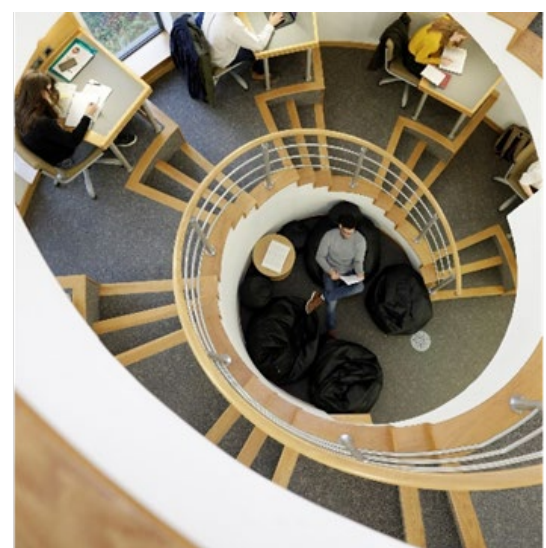


# Housekeeper Fitzwilliam College

Salary: £11.69 per hour, £22,800 per annum PLUS £500 bonus £400 recruitment payment

Contract Type: Full-time and Part-time – flexible hours considered

Please note this is a rolling recruitment campaign and we will be considering applications during the advertised period.



# Housekeeper (cont.)

## Fitzwilliam College

Fitzwilliam is a modern, open-minded, inclusive academic community with a unique history. It is one of 31 colleges in the University of Cambridge. The College's identity is built upon our founding ethos to offer opportunity to those left outside of the traditional structures of the Collegiate Cambridge system. Access to education is in our DNA. We remain passionately proud and committed to this founding purpose. Coupled with this is the College's commitment to providing an environment for academic excellence to flourish so that our wider impact is felt in the life-changing higher education and ground-breaking research that happens at 'Fitz'.

Fitzwilliam has around 1,000 members including 485 Undergraduates, 340 Postgraduates (full time), 121 Postgraduate (part time), 63 Fellows, 57 Bye-Fellows and 105 staff members. The College has a strong representation across all of the major academic disciplines and a good balance between arts and sciences and occupies a seven-acre site between Huntingdon Road and Storey's Way. The site comprises new buildings built between the 1960s and 2000s, incorporating the regency house 'The Grove' and extensive landscaped gardens. The College site is within 10 minutes cycle ride of all the major faculties and departments.

### Our values

Fitzwilliam's core values have not changed since our creation, these are:

- Community is our foundation, embracing and welcoming diversity in all aspects;
- Supporting excellence, creating a unique space for the sharing of ideas; and
- Concern with our purpose, setting an example to the broader community.

# Housekeeper (cont.)

Fitzwilliam College

## JOB DESCRIPTION

- Responsible to:** Housekeeping Manager
- Hours:** Your working week is 37.5 hours where full-time. Part-time – flexible hours considered.
- Tenure:** This post is offered on a Permanent basis
- Holidays:** 25 days annual leave, plus Bank Holidays (pro rata for part-time working)
- Pension scheme:** Defined contribution pension scheme with life assurance (maximum employer contribution of 9%)
- Other benefits:** Discretionary bonus payment of £500 in November 2024 (pro rata for part time working)  
Additional holiday in recognition of long service up to a max of 30 days  
Medicash – Health Cashplan  
Free lunch in College when on duty (working 6 hours or more)  
Free parking (subject to availability) with free electric charging points  
Enhanced Sick Pay after qualifying period  
Enhanced Maternity, Paternity and Adoption pay schemes, subject to qualifying conditions  
Cycle to Work Scheme  
Use of free gym/squash courts/sports facilities  
Free University card providing local savings and discounts and subsidised travel on U bus service  
Long Service Awards  
Active staff events team organising social and sporting events including Christmas and Summer Events  
£25 Christmas Voucher
- Our Housekeepers:** Our Housekeeping team takes pride in the service it delivers to the College and each Housekeeper contributes towards ensuring clean, attractive and welcoming surroundings and high standards of cleanliness for students, staff, visitors and delegates alike. We are now looking for full-time Housekeepers to join our friendly professional team as soon as possible.
- The Role:** Principle duties are to clean and service College accommodation, Fellows' sets, public areas, meeting rooms and offices, as directed by the Housekeeping management team. You will be expected to achieve and maintain the College cleaning standards, reporting any faults, breakages and Health and Safety hazards to the Housekeeping management team. As part of the College's proactive approach to student welfare, you will establish professional, friendly and supportive relationships with students and other residents.

# Housekeeper (cont.)

## Fitzwilliam College

### Principal Responsibilities

- To undertake bed making and cleaning duties in accordance with a work schedule issued by and directed by the Housekeeping management team.

### Standards of Cleanliness and Customer Service

- Delivery of the Accommodation & Housekeeping service Charter and code of conduct.
- Awareness of student welfare issues and reporting of these to the Housekeeping management team.
- Clean and service accommodation, Fellows' sets, public areas, meeting rooms and offices as directed by the Housekeeping management team.
- Be a proactive member of the team working as part of a team or alone as required by the Housekeeping management team.
- Achieve and maintain the cleaning standards as set by the Housekeeping management team.

### Health and Safety and Maintenance

- Comply at all times with the requirements of the College Health and Safety policy and positively contribute to maintaining a safe working environment.
- Report any Health and Safety hazards to the Housekeeping management team.
- Report any faults or breakages and any area which has been left in a poor state, to the Housekeeping management team.

### General Duties

- Adhere to the Accommodation & Housekeeping department's dress code and be punctual for all shifts that are to be worked.
- Be flexible and work pre-arranged overtime and weekends as required.
- Attend all relevant training as directed by the Housekeeping management team.
- Undertake any other reasonable duties as required by the Housekeeping management team. All employees are expected to work collaboratively to support the overall work of the College.

# Housekeeper (cont.)

Fitzwilliam College

## PERSON SPECIFICATION

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications and Education</b>	<ul style="list-style-type: none"><li>• Good level of basic education.</li></ul>	<ul style="list-style-type: none"><li>• Qualified First Aider.</li><li>• Health &amp; Safety/COSHH (full training will be provided).</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• Some experience of cleaning processes ideally in a hospitality setting.</li><li>• Knowledge of customer service standards</li></ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Good communication in English.</li><li>• Ability to work under pressure and to time constraints and following set procedures.</li><li>• Ability to work unsupervised.</li><li>• Good standards of customer service.</li><li>• Conscientious with an eye for detail.</li><li>• Flexible approach to shift/ weekend work</li></ul>	

## Application Procedure

We accept a detailed CV with a covering letter, or a college application form. Your application should be emailed to Susan Kay, HR Manager on [s.kay@fitzwilliam.cam.ac.uk](mailto:s.kay@fitzwilliam.cam.ac.uk) by the closing date. The application form can be found on our website under Vacancies.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy:

<https://www.fitz.cam.ac.uk/about/officialinformation/data-protection>

# Terms of Appointment

## **Tenure and Probation**

This is a permanent role and will be subject to satisfactory completion of a six-month probationary period.

## **Hours of Work**

Your working week is 37.5 hours where full-time. Part-time – flexible hours considered.

## **Recruitment Payment**

A £400 recruitment payment will be paid after successful completion of probationary period.

## **Equality and Diversity**

Fitzwilliam College is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. The aim for our workforce is to be truly representative of all sections of society and for each employee to feel respected and able to give of their best.

## **Pre-employment checks:**

### **Right to Work in the UK**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### **Health Declaration**

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

### **Qualifications (where applicable)**

The person specification for this position lists qualifications that are essential for the role. If appointed, you will be asked to provide your relevant original certificates of these qualifications.

### **References**

Offers of appointment will be subject to the receipt of satisfactory references.

### **Information if you have a disability**

The College welcomes applications from individual with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful to assist them during their employment.

### **Data Protection**

In applying for these roles, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy: