



MAGDALENE COLLEGE
CAMBRIDGE



Housekeeping Assistant Candidate Information Pack

September 2026

About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at www.magd.cam.ac.uk.

Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff. The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

Department Information

The College is home to a community of some 100 Fellows and 600 students, around 450 of which are housed in college-owned accommodation.

The College provides a wide range of housekeeping services to its members (students and fellows) and staff as well as to external conference clients.

Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Exposed to risks through the use of chemicals, equipment, lone working or night working. Follows documented processes to reduce risks to self or others.

Physical Requirements

Which statement best describes the physical demands of the role?

Short periods of physically strenuous activity where there is no method, tool or adjustment that would reduce the frequency, or duration of the task (lifting, carrying, working in constrained spaces)

Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses tools/ equipment requiring the use of dexterity and/ or precision in order to complete a specific task

Role Summary

Magdalene College is seeking to appoint a Housekeeping Assistant to assist in maintaining a good standard of cleanliness and order in public rooms and central areas of the College, and to carry out a wide range of supportive duties as instructed. We are looking for a reliable and conscientious person who is enthusiastic and able to work as part of a team.

Responsible to: Housekeeping Manager

Job Description

Main Duties and Responsibilities

- Keeping central areas clean and tidy.
- Cleaning kitchens and bathrooms.
- Cleaning offices and removing rubbish.
- Preparing conference facilities/setups as required.
- Assist with moving and storing furniture, appliances, equipment, books and boxes as requested, to include Fellows' belongings and items for any College teams as requested.

- Put out and collect refuse and recycling bins for collection days.
- Help with the preparation of linen during the conference period/maintain the laundry facilities.
- Assist The Senior Handyman with tasks around all College properties.
- Changing linen in residential and guest rooms; replacing towels and replenishing supplies, maintaining rooms to a high standard.
- Thoroughly deep cleaning student rooms during the vacation period in readiness for conference use or student return.

Person Specification

The following criteria are appropriate to this post:

Knowledge and Experience

1. Previous experience of cleaning
2. Knowledge of working within a Cambridge College is desirable but not essential

Personal Skills and Abilities

1. Reliable and enthusiastic to deliver good customer service with a 'can do' attitude
2. Able to work well when under pressure
3. Able to work as part of a team and provide cover when necessary



Remuneration and Benefits

Remuneration

This post is offered at salary of £27,066 per annum.

Hours of Work

The hours of work are 40 hours per week. The hours are mainly Monday to Friday but some weekend work, on a rota will be required.

Holidays

The College offers full-time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension

The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College's auto enrolment pension scheme (NOW Pensions) at the relevant time, with the option for enhanced employee and employer contributions following six months of employment and the successful completion of the probationary period, whichever is the later.

Probationary and Notice Period

There will be a four-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply

Please download and complete both parts of the application form from the College website at

www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.
The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries

Further enquiries about your application may be made by email to hr@magd.cam.ac.uk.

Closing Date

9:00am Thursday 1st October 2026



MAGDALENE COLLEGE CAMBRIDGE

HR Department
Magdalene College
Magdalene Street
Cambridge
CB3 0AG

hr@magd.cam.ac.uk
01223 332100

www.magd.cam.ac.uk