Housekeeping Assistants May 2024

Candidate Information
About us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Lord Thomas Audley in 1542. The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building and the RIBA award-winning New Library. The College is home to a community of some 114 Fellows, 590 students and employs roughly 110 staff.

The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge.

Further information is available from the College’s website http://www.magd.cam.ac.uk/

Role Summary

We are looking for a reliable and conscientious person who is enthusiastic and able to work as part of a team. Cleaning experience is necessary and an NVQ in Housekeeping would be an advantage. This varied role includes a range of cleaning, manual handling, transportation, storage, and other duties across the College sites as required. Tasks and work areas typically vary from day to day according to need, and also change during the course of the working day in response to new or changing work priorities.

Responsible to: Housekeeping Manager
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. NVQ in Housekeeping would be an advantage
3. 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
The post is offered at a rate of £12,184 (20 hours) £18,277 (30 hours) £11.44 per hour (casual)

Ongoing Professional Development
Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence.

Hours of Work
We are recruiting for two part time positions, one 20 hours per week on permanent basis and one 30 hours a week fixed term until 30th September 2024. The hours are mainly Monday to Friday but some weekend work, on a rota will be required. We are also looking for casual workers, to work as and when 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 will join the College’s auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

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 Cyclescheme, 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 £5.90 per day which equates to over £1300 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

Probationary Period/Notice
The role is subject to a probationary period of 6 months. Upon successful completion of the probation period the notice will be one month.
How to Apply
Please download and complete both parts of the application form from https://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 the HR Manager, Hannah Millward on hr@magd.cam.ac.uk