Housekeeping Team Leader

Candidate Information
About us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

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. The post holder will spend roughly half their time undertaking cleaning but also have responsibilities for checking areas and preparing cleaning kits.

Responsible to: Housekeeping Manager
Main Duties and Responsibilities

1. Supervising and working with all housekeeping staff in the daily cleaning of all areas in College according to daily instruction from the Housekeeping Manager, ensuring all areas are maintained to the required standard.

2. Supervising and working with all housekeeping staff in the deep cleaning and turnaround of student rooms and communal areas when occupants leave and the subsequent preparation, cleaning and servicing of guest and conference/summer school accommodation, according to instruction from the Housekeeping Manager.

3. Report maintenance issues and repairs to the Housekeeping Manager or directly to the Maintenance Office.

4. Ensure all Health and Safety regulations are adhered to and report any issues to the Housekeeping Manager.

5. Use computerised accommodation and conference booking system to ensure all College buildings and rooms are clean and ready for use.

6. Full training will be provided.

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.

4. Supervisory experience is desirable.

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**
£11.13 per hour, £17,447 per annum

**Hours of Work**
30 hours a week although applications will be considered from those who would rather work more or less than this. The hours are mainly Monday to Friday but there is some occasional weekend work on a rota basis.

**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 contributionary 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.
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

Closing Date

The closing date for applications is Tuesday 1 November 2022 at 9.00am.