Housekeeping Assistant

Candidate Information
About us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Thomas, Lord 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, one of the more attractive in Cambridge. The College is home to a community of some 80 Fellows and 500 students, around 450 of which are housed in College-owned or College-managed accommodation. The College employs around 110 staff.

The College exists to provide and promote undergraduate and graduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

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.

**Responsible to:** Head of Housekeeping
Job Description

Main Duties and Responsibilities
- Keeping central areas clean and tidy.
- Cleaning kitchens and bathrooms.
- Cleaning offices and removing rubbish.
- 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
£9.90 per hour.

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. You are encouraged to attend webinars and seek out other professional development literature and events, sharing best practice with the whole team.

Hours of Work
We are recruiting several posts - at 20, 25 or 30 hours a week.

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 Monday 11 April 2022 at 9.00am.