

Newnham College Job Description



Job Title:	Hall Porter
Reporting to:	The Housekeeping Manager
Significant working relationships:	Conference Hall Porters and Domestic Assistants
Place of work:	Newnham College
Tenure:	Full time, permanent
Hours:	37.5 hours per week worked on a rotating involving any 5 days out of 7
Salary:	Point 23, £22,681 per annum (pay award pending)
Holidays:	33 days including 8 public holidays
Pension:	The College offers membership of USS (Universities Superannuation Scheme) with a current employer contribution rate of 14.5%
General terms and conditions:	This post is subject to proof of the right to work in the UK and governed by the provisions in College staff handbook, policies and procedures which may change from time to time. Confirmation in post is subject to satisfactory references and the successful completion of a 6 month probationary period, after which the notice period is 1 month.
Main Purpose of Role/Overview:	
<p>The Housekeeping department cleans and maintains all the residential areas of the College as well as all the public areas, meeting and function rooms.</p> <p>This vacancy holds a position of responsibility and trust. It can also be physically demanding, with a need to work well as part of a team and using your own initiative.</p> <p>The whole of the housekeeping team works to a very high standard and role would suit a reliable, pro-active individual who is motivated by the satisfaction from doing a good job.</p>	

Main duties and responsibilities

- Preparing and cleaning the College buildings and in particular, the floors
- Cleaning and maintaining carpets and curtains as directed
- Maintaining all floor cleaning equipment and ensuring adequate amounts of cleaning product to do the work
- Setting up meeting rooms to meet specific requirements
- Meeting and escorting external contractors as appropriate
- Spotting and reporting any maintenance and/or safety issues around College to the appropriate manager
- Moving heavy objects such as luggage, furniture and white goods around College as required
- Clearing rubbish and refuse to the appropriate areas and keeping rubbish sites, both internal and external, safe, clean and tidy
- Assistance with deep and spring cleaning
- Adhering to all the College's security and health and safety rules including COSHH, working at height and working with machinery
- Follow the reporting procedures for hazards, faults or any other similar issues
- General cleaning duties

General

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To comply fully with all the College's policies including health and safety, equal opportunities and data protection.
- To undertake any other reasonable request or duties, commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all are expected to work collaboratively to support the overall work of the College.

Person Specification

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> • Experience of working in any service-based industry or sector where a strong customer focus and high degree of professionalism are key 	<ul style="list-style-type: none"> • Experience working with young people or in an education/campus environment • Experience of working in the security or hospitality sectors • First aider or willingness to train
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Ability to carry out instructions efficiently • Pro-active problem solving • Good communication skills • Good organisational and prioritisation skills 	<ul style="list-style-type: none"> • Knowledge of SALTO
Personal attributes	<ul style="list-style-type: none"> • A willingness to work flexibly within a fast changing environment • Courteous, diplomatic and discrete • Helpful and friendly approach • Ability to work calmly and accurately under pressure • Ability to work well as part of a team and using own initiative 	