

## Newnham College Job Description



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| <b>Job Title:</b>   | Domestic Assistant - Casual   |
| <b>Reporting to:</b>  | The Deputy Head Housekeeper. The overall head of department is the Housekeeping Manager.  |
| <b>Significant working relationships:</b>   | Housekeeping team, Conference and Events team, Porters and Maintenance team   |
| <b>Place of work:</b>   | Newnham College and associated properties   |
| <b>Tenure:</b>  | Casual worker agreement   |
| <b>Hours:</b>   | As needed.  |
| <b>Salary:</b>  | £8.91 an hour plus £1.09 per hour in respect of holiday pay for those aged under 18; £9.50 an hour plus £1.15 per hour holiday pay for those aged 18 and over.  |
| <b>Pension:</b>   | The College offers membership of USS (Universities Superannuation Scheme)   |
| <b>General terms and conditions:</b>  | 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. |
| <b>Main Purpose of Role/Overview:</b>   |   |
| <p>The role of casual Domestic Assistant is to work with the full Housekeeping team to keep all areas of the College clean and tidy. This is an active job requiring a good level of physical fitness. Some heavy lifting and working at height might also be involved. A pride in your work, excellent attention to details and a “can-do” positive attitude to your work are all important to this role.</p>  |   |
| <b>Main duties and responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>• Cleaning communal areas and rooms around the College as required and maintaining the College’s high standards of cleanliness and presentation.</li> <li>• Helping to ensure all areas, including storage areas are kept clean, tidy and safe.</li> <li>• Carrying out duties involving manual handling which might include moving pieces of furniture to clean under them, moving rubbish, cleaning bathrooms and kitchen facilities.</li> <li>• Use and appropriate storage of cleaning fluids and chemicals as required.</li> <li>• Use and appropriate care for cleaning tools, equipment and machinery.</li> </ul> |   |

- Reporting any issues or damage to the Deputy Head Housekeeper.
- Being available to work during the busy “out of term” periods, including at the weekends, to help with cleaning for conferences, summer schools and to help service the Bed and Breakfast business.
- Dealing in a calm, professional and courteous manner with all customers, staff, students and Fellows.
- Adhering to all the Colleges security and health and safety rules and regulations including COSHH, working at height and working with machinery.
- Reporting hazards, faults or any other issue.

**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**

|   | <b>Essential</b>   | <b>Desirable</b>  |
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| Qualifications, experience and background | <ul style="list-style-type: none"> <li>• Previous experience of working in a similar role</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience working with young people or in an education/campus environment</li> <li>• Experience of working in the security or hospitality sectors</li> <li>• First aider or willingness to train</li> </ul> |
| Specific knowledge/skills (technical)     | <ul style="list-style-type: none"> <li>• Ability to take instructions and to work through them methodically</li> <li>• Good organisational and prioritisation skills</li> <li>• Ability to work with the minimum of supervision</li> </ul> |   |

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| Personal attributes | <ul style="list-style-type: none"><li>• A willingness to work flexibly within a fast-changing environment</li><li>• Reliable and conscientious</li><li>• Courteous, diplomatic and discrete</li><li>• Helpful and friendly approach</li><li>• Ability to work calmly and accurately under pressure</li><li>• Ability to work well as part of a team and using own initiative</li></ul> |  |
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***Newnham College is an equal opportunities employer***

***April 2022***