



# KING'S COLLEGE

CAMBRIDGE

## **Domestic Assistant**

Candidate Information Pack

## About Us

King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students, and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows no fewer than eight Nobel laureates, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene. King's works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 the College launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.

King's is a registered charity, subject to regulation by the Charity Commission for England and Wales. It is part of the University of Cambridge while remaining an autonomous institution, governed by the Provost and the Fellows of the College who, together with four members of the student community, constitute the College's Governing Body. The administration of the College is devolved to the College Officers, College Council (whose members are the Charity Trustees), and several sub-committees.





## The Role

The purpose of the role of Domestic Assistant is to ensure that the highest possible standard of housekeeping is achieved in designated College buildings within the allocated budget.

We are looking to appoint a highly motivated, dedicated, physically fit (due to the nature of the job role which can involve stairs) and loyal member of staff who has a 'can-do' attitude and can work at a good pace to high standards.

Reporting to the Head of Housekeeping, our team of Domestic Assistants undertake cleaning and conference room preparation duties in specific areas of the College to an allocated schedule.

The Domestic Assistant should ensure the effective and efficient usage of College cleaning materials and equipment whilst undertaking cleaning duties to avoid any damage and potential repair/maintenance costs.

They should ensure, that rubbish is disposed of according to the College procedures and that hospitality items (paper towels, toilet paper etc.) are renewed or reported as necessary.

Part of the role is to report any damage or excessive wear and tear to property, furnishings,

or other assets of the College to a Domestic Supervisor or the Head of Housekeeping and ensure a requisition is submitted to the maintenance department as necessary, encouraging students and other room occupants to do the same.

The Domestic Assistant should maintain confidentiality and discretion when in contact with Fellows, students, staff, and conference delegates.

They should ensure that all work carried out on behalf of the Housekeeping department is done so in accordance with College safety rules and health and safety legislation/environmental standards.

There is potential for exposure to the chemical hazards from cleaning materials, and therefore it is essential to comply with COSHH.

We offer a friendly working environment, and the size of the department means that there may be opportunities for progression in the future.

King's is supportive of continuous professional development and opportunities for training and development will be provided.

## The Person

We seek to appoint an honest, reliable and hardworking individual. You should be flexible in your approach to working overtime, and available to work occasional weekends during busy periods.

An ideal candidate will demonstrate:

### Knowledge & experience

- Previous household/domestic cleaning experience (essential)
- Previous experience in a hotel or similar environment (preferred)
- NVQ Level 1 in Housekeeping (desirable)
- Knowledge of correct usage and application of a range of cleaning products
- Ability to achieve and maintain a high standard of hygiene and cleanliness in all rooms allocated.
- Accuracy in reporting of repairs and maintenance
- Compliant with health and safety legislation and policies and procedures

### Personal skills & abilities

- Reliable
- Methodical and thorough approach to all tasks undertaken
- Observant and able to report/follow up on any areas of concern
- Able to cope with a varied and demanding workload
- Willing to adopt a flexible approach to tasks
- Flexible in approach to working weekends when required



# Remuneration and Benefits

## Remuneration

The post is offered at a salary of £22,353 per annum pro rata (dependent upon the number of hours worked per week) plus bonus. The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.

## Hours of Work

Hours of work range from 20 to 37.5 per week to be worked Monday-Friday with occasional weekend overtime available.

## Benefits

The College offers full-time members of staff 32 days holiday per year, including Bank Holidays. All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.

The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than 6 months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

## Probationary Period/Notice

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

## How to Apply

Please download the application form from <https://www.kings.cam.ac.uk/about/work-at-kings> and send your completed form by email to [jobs@kings.cam.ac.uk](mailto:jobs@kings.cam.ac.uk)

The College postal address is: Human Resources, King's College, King's Parade, Cambridge CB2 1ST

## Closing Date

Applications should be made to arrive as soon as possible.



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