



KING'S COLLEGE

CAMBRIDGE

Domestic Supervisor

Candidate Information Pack

April 2025

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 Supervisor is to assist the Head and Deputy Head of Housekeeping in ensuring that the highest possible standard of housekeeping is achieved in designated College buildings within the allocated budget.

Key Responsibilities

- Assisting the Head and Deputy Head of Housekeeping with training; following up on training of new and existing staff.
- Monitoring the work of allocated members of staff to ensure high standards are maintained.
- Ensuring that all work carried out on behalf of the Housekeeping department is done in accordance with College safety rules and health & safety legislation/environmental standards.
- Supporting other Domestic Supervisors in times of absence or busy periods as requested by the Head or Deputy Head of Housekeeping.
- Undertaking preparation and spring cleaning of rooms ready for, and during, the busy conference season.
- Assisting the Head and Deputy Head of Housekeeping in providing cover for absent members of staff.
- Encouraging students and other room occupants to report all damage to the Maintenance department.
- Taking responsibility for the immediate reporting of any gas, electricity, plumbing or carpentry requirements to the Maintenance department.
- Operating the Kinetics and CASC booking systems on a daily basis to obtain full information about room bookings.
- To undertake other ad-hoc work as reasonable requested by the Head or Deputy Head of Housekeeping. This may include weekend work during busy periods.

The Person

We seek to appoint a highly motivated, dedicated and loyal individual who has a 'can-do' attitude and can work at a good pace to high standards.

An ideal candidate will demonstrate:

Knowledge & experience

- Previous household/domestic cleaning experience (essential)
- Previous supervisory experience in a service delivery and customer related environment (desirable)
- Experience of working at an educational establishment and campus environment (advantageous)
- NVQ Level 3 in Housekeeping (desirable)
- Knowledge of basic Health & Safety guidelines (desirable)
- Experience of using Kinetics and CASC (desirable)
- Accuracy in reporting of repairs and maintenance

Personal skills & abilities

- Reliable
- Methodical and thorough approach to all tasks undertaken
- Observant and able to report/follow up on any areas of concern accurately
- Able to cope with a varied and demanding workload, prioritising where necessary
- Able to achieve and maintain a high standard of hygiene
- Flexible yet well organised approach to tasks
- Good command of English for verbal and written communications



Remuneration and Benefits

Remuneration

The post is offered at a salary of £26,982 per annum. 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

The post is full time, 37.5 hours per week to be worked Monday – Friday from 7.30am until 3.30pm with occasional weekend overtime.

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

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

If you are interested in this opportunity, we encourage you to submit your application as early as possible.

Please note that we will be assessing applications, shortlisting and offering interviews as the applications are received. The job will close once a candidate has been appointed.



