

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** Principal’s Lodge Domestic Assistant | **Post holder :**  |
| **Reporting to:** Principal’s Housekeeper (Head Housekeeper in their absence) |
| **Main Purpose of Role/Overview :** To assist the Principal’s Housekeeper in the maintaining the high standard of the Principal’s Lodge |
| **Main Responsibilities & Duties:** | **Standards of Performance/ Results :**  |
| 1. Polishing, dusting, vacuuming and removing cobwebs
2. Clean ground floor toilets
3. Empty waste bins
4. Change the Principal’s Bed and thoroughly clean the bedroom and en-suite
5. Prepare and clean the 4 guest rooms as required
6. Ensure the guest rooms are stocked with welcome trays, toiletries, towels, bathrobes, hairdryer and flowers when required
7. Preparing and cleaning the Lodge and floors before and after functions
8. Moving furniture as directed by the Principal’s Housekeeper
9. Changing light bulbs in the Lodge if required
10. Ensuring proper health and safety procedures are followed during floor cleaning and other tasks (for example manual handling)
11. Assist with laundry, silver cleaning and other specialist tasks
12. Occasional weekend work to prepare and serve breakfast for overnight guests
13. Deputise for the Principal’s Housekeeper in her absence
 | Particular attention paid to furniture legs, corners and skirtings |
| The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College. |  |
| **Significant internal/external relationships:**  |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications, experience andbackground | * No specific qualifications required
 |  |
| Specific knowledge/skills(technical) | * Previous experience of cleaning and bed making
 | * Capable of sewing
 |
| Personal attributes | * Conscientious
* Tact and discretion
* A strong work ethic, take pride in their work and carry it out to a high standard
* Helpful and friendly approach when working with a wide range of people including Senior Members, students, staff and visitors
 |  |
| Team and management skills | * Ability to work without supervision and as part of a team
* Willingness to take initiative and offer support to other teams as required
 |  |
| Other | * A willingness to work flexibly and manage a variable workload
 |  |

**Main Terms and Conditions of Employment:**

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion.

The post is part-time, 15-20 hrs per week (flexible to suit the applicant), Monday to Friday mornings at a rate of £8.25/hr.

Holiday entitlement will be 25 days per year, plus 8 public holidays (pro rata for part time hrs).

Under the rules of Auto Enrolment the post holder will be enrolled in the Universities Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook and Policies & Procedures; dated July 2016 and subsequent updates which may be amended by the College from time to time.

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.