

**Job Description**

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| **Job Title:** Principal’s Lodge Domestic Assistant | **Post holder :** | |
| **Reporting to:** Principal’s Housekeeper (Domestic Bursar 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. General cleaning including polishing, dusting, vacuuming and emptying waste bins 2. Bedmaking when required 3. Ensure the guest rooms are stocked with welcome trays, toiletries, towels, bathrobes, hairdryer and flowers when required 4. Ensuring proper health and safety procedures are followed during floor cleaning and other 5. Assist with laundry, silver cleaning and other specialist tasks | | Particular attention paid to furniture legs, corners and skirting |
| 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:** | | |

**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, 12-15 hrs per week (flexible to suit the applicant), Monday to Friday mornings at a rate of £8.45/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 may, if appropriate, be auto enrolled onto 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. Any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications, experience and background | * No specific qualifications required |  |
| Specific knowledge/skills | * 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 |  |
| Team and management skills | * Ability to work without supervision and as part of a team |  |
| Other | * A willingness to work flexibly and manage a variable workload |  |