

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** Domestic Assistant | **Post holder :**  |
| **Reporting to:** Head Housekeeper  |
| **Main Purpose of Role/Overview :** The Domestic Assistants are directly responsible to the Head Housekeeper, and in her absence the Deputy Head Housekeeper. They work alongside other Housekeeping staff and the Hall Porters. |
| **Main Responsibilities & Duties:** | **Standards of Performance/ Results :**  |
| 1. Cleaning of public areas in allocated vicinity, i.e. kitchens, bathrooms, toilets, corridors, stairs and drying rooms.
2. Other rooms for which the department is responsible are: Senior members’ rooms, guest rooms, offices, graduate housing, and student and staff facilities.
3. Newnham College does not have a “Bedder system” so you are not allowed into a student’s room unless directed by one of the Housekeepers. However, at the end of term, once the students have vacated, rooms are cleaned by the Domestic Assistants ready for Conference guests or students returning to College.

**Conference cleaning:**1. The College conducts conference activities during the vacations and you will be required to clean rooms daily as directed by the Head Housekeeper and her Deputy.
2. There will be times when you will be asked to work at weekends.
3. Spring cleaning will be required when time permits and as directed by the Head Housekeeper or her Deputy.
4. Report any damage or problems to the office.

**Staff areas and cover**1. The Domestic Assistant is normally allocated an area in College but the Head Housekeeper reserves the right to move the allocated area at any time. You will be required to cover for absent colleagues during sickness or holidays.
 |  |
| 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 and background | * No specific qualifications required
 |  |
| Specific knowledge/skills(technical) | * Previous experience of cleaning and bed making
 |  |
| 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, 20 hours per week, working five days out of seven, Monday to Sunday inclusive at a rate of £8.75 per hour. The normal hours of work are 8am to 12 noon though some flexibility may be given.

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

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 (Nov 2018) and Policies & Procedures (May 2018); 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.