

PEMBROKE COLLEGE

HOUSEKEEPING DEPARTMENT

BEDMAKER
25 HOURS



JANUARY 2024

CAMBRIDGE

THE DEPARTMENT

Working within the busy, fast paced College Housekeeping Department you will find a large, diverse and hardworking team of staff responsible for cleaning the historic College buildings and outlying properties. From student rooms to the College Boathouse we maintain a high level of service, which includes welcoming visitors from all over the world who come to stay throughout the year including summer programmes, weddings and dinners.

THE ROLE

To assist the College Housekeeper in helping to ensure that the highest possible standard of housekeeping is achieved throughout all College buildings and grounds.

SALARY & HOURS

£15.675 per annum

25 hours per week between Monday and Friday (starting at 8am). Hours of work will be indicated in Contract of employment.



JOB DESCRIPTION

Responsible to: The Housekeeper

Responsible for: Cleaning of student rooms, communal areas, Fellows' rooms and guest rooms according to instructions given by Senior Supervisor.

Location: Pembroke College and Hostels.

Main Duties and Responsibilities:

- Clean student rooms, communal areas, Fellow's rooms and guest rooms.
- Dispose of rubbish and recycling.
- Notify team supervisor of any repairs required to broken furniture and fixings, curtain fittings, etc.
- Check for and report to team supervisor any carpet/curtain cleaning or damage repair requirements.
- Report immediately to team supervisor or the Linen Rom team, and before leaving the College, any gas, electricity, plumbing or carpentry maintenance requirements.
- Inform the Housekeeper of any concerns regarding student behaviour.
- Return keys to their correct place before departing at the end of the shift.
- Provide cover during periods of absence.

- Collect cleaning stores as required and ensure they are locked away appropriately at the end of the day.
- Undertake any other related duties that arise from the nature and character of the post.

Skills:

- Ability to understand and follow written and oral instruction and to communicate with Fellows, students, staff and College guests.
- Methodical and thorough in all tasks undertaken.
- Ability to achieve and maintain a high standard of hygiene and cleanliness in all room allocated.
- Willingness to adopt a flexible approach to tasks.
- Observant and able to report/follow-up on any areas of concern.
- Ability to work with and cover for other members of the staff team during periods of absence.
- Perform other related duties as required, in order to ensure the provision of an effective and efficient service across all College properties at all times.





PERSON SPECIFICATION

ESSENTIAL

Qualifications/academic achievements/education

Educated to High School level or equivalent.

Skills/knowledge/training

Good organisational skills.
Good communication and interpersonal skills.

Personal attributes

Ability to work as part of a team as well as independently.
Friendly and approachable.
Co-operative.

Confidentiality

Can demonstrate ability to work confidentially.

DESIRABLE

Experience – type and depth of experience required to do the job

Experience working in a similar environment.

ORGANISATION CHART

Housekeeper



Senior Supervisor



Bedmaker



ADDITIONAL INFORMATION

Health and Safety:

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

Equal Opportunities:

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.



HOW TO APPLY

If you would like to have an informal conversation about the post,
please call
Holly Beck on
(01223) 764576.

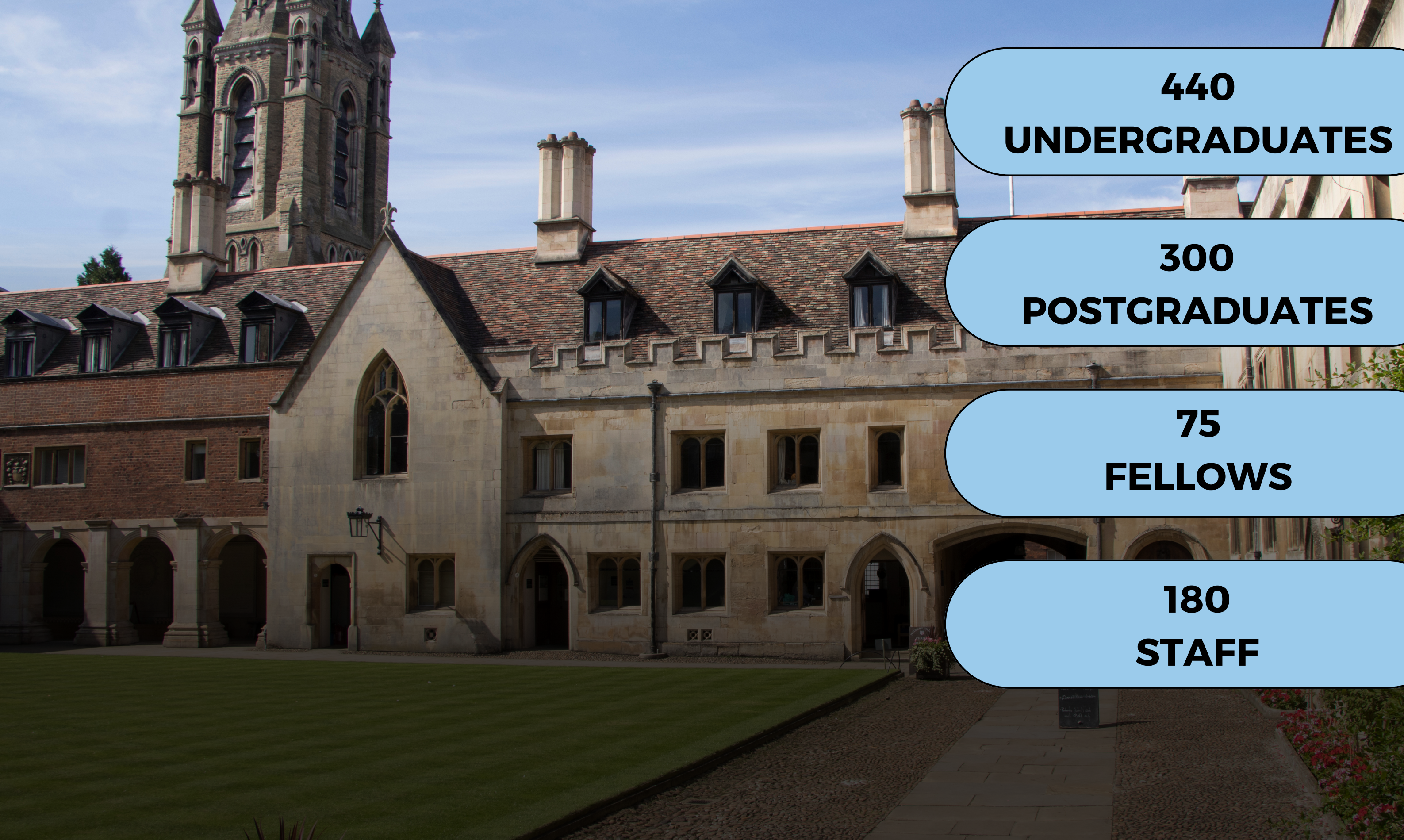
Please complete an Application Form and
Rehabilitation of Offenders Form (compulsory), and an Equal
Opportunities Form.

Completed application forms together with a covering letter can
be emailed to: hr@pem.cam.ac.uk or alternatively posted to The
HR Office, Pembroke College, Trumpington Street, CB2 1RF.
Please do not include separate CVs.

We look forward to hearing from you.

Privacy Statement





440
UNDERGRADUATES

300
POSTGRADUATES

75
FELLOWS

180
STAFF

INTRODUCING PEMBROKE COLLEGE

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.

STAFF BENEFITS

Annual staff outing

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty (see Swipe Card Guide)

Free passes to the Botanical Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

Subsidised health care

and more.....

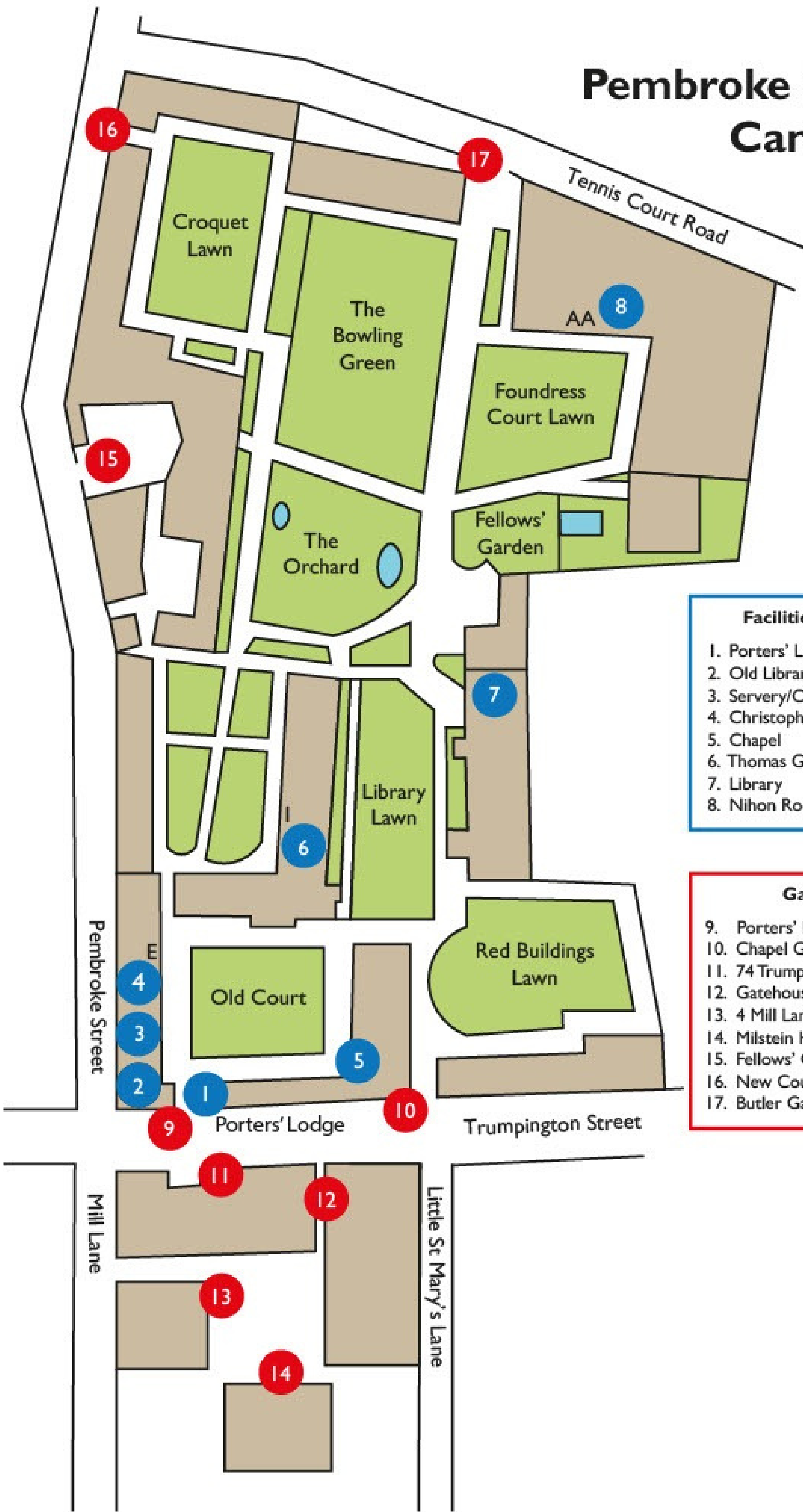
SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.

SOME BENEFITS MAY BE SUBJECT TO A QUALIFYING PERIOD AND/OR SUBJECT TO TERMS.

Pembroke College
Cambridge



CB2 1RF



Facilities and Function Rooms

- 1. Porters' Lodge
- 2. Old Library
- 3. Servery/Canteen
- 4. Christopher Smart Room (E staircase)
- 5. Chapel
- 6. Thomas Gray Room (I staircase)
- 7. Library
- 8. Nihon Room (AA staircase)

Gates and Entrances

- 9. Porters' Lodge Main Gate
- 10. Chapel Gate (card access)
- 11. 74 Trumpington St Entrance
- 12. Gatehouse & Auditorium Entrance
- 13. 4 Mill Lane Entrance
- 14. Milstein House Entrance
- 15. Fellows' Car Park Entrance
- 16. New Court Arch Gate (card access)
- 17. Butler Gate (card or Porter access)