



JOB DESCRIPTION

Job Title:	Assistant to Thompson's Lane (TL) Housekeeper
Responsible to:	Thompson's Lane Housekeeper
Place of Work:	Thompson's Lane, Trinity Hall
Objective:	To support TL's Housekeeper to ensure the smooth running of the cleaning operations at TL and that College accommodation and furnishings are cleaned and maintained to a high standard To provide an efficient cleaning service
Working Hours:	Monday – Friday, 07:30 – 15:30 (35 hours per week, 0.93FTE)
Experience:	Residential domestic work

Main Duties and Responsibilities

- Perform the cleaning duties as described in the Work Instructions
- Supervise Housekeeping staff on site and allocate work as necessary to ensure that cover is maintained throughout
- Assist the Housekeeper in maintaining a high standard of cleanliness throughout the site
- Oversee the work of external contractors
- Provide cover for absent Housekeeping staff when necessary
- Monitor laundry arrangements and stocks of cleaning materials and report any deficiencies
- Report any faults in furnishings, decoration, fixtures and fittings
- Comply with Health and Safety regulations to ensure safe working practices
- Ensure that security measures and fire regulations are complied with by other people using College premises and report any non-compliance to the Head of Department
- Deputise for the Housekeeper in her absence and liaise with the Head of Housekeeping Services as may be necessary for the smooth running of the

premises

- Undertake further training when required
- To assist with Conference arrangements
- Perform any other reasonable duties required by the Housekeeper, or Head of Housekeeping Services, Junior Bursar in their absence

***Trinity Hall reserves the right to make changes or update this job description at any time.
Changes will be introduced following discussions with the post holder***

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role

Criteria	Essential	Desirable
Qualifications and Education <ul style="list-style-type: none"> Educated to GCSE Level or equivalent NVQ or equivalent cleaning qualification 		✓ ✓
Skills, Knowledge and Training <ul style="list-style-type: none"> Good organisational skills Good communication and interpersonal skills Exceptionally high cleaning standards Computer-literate Knowledge of Health & Safety in the workplace including manual handling techniques 	✓ ✓ ✓ ✓	✓
Experience <ul style="list-style-type: none"> Experience in residential domestic work Staff supervision Working as part of a team Experience in a similar setting 	✓ ✓ ✓	✓
Personal attributes <ul style="list-style-type: none"> Conscientious, reliable and approachable Attention to detail Able to bend frequently and lift small to medium-size loads (in line with manual handling regulations) Able to work well both as an individual and as part of a team Cheerful and co-operative disposition Smart and tidy appearance Honesty and discretion Flexible approach and accepting of change Willingness to undertake further training and learn new skills Good timekeeping Regular contact with young people 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓