



TRINITY  
HALL  
CAMBRIDGE

## **JOB DESCRIPTION**

Job Title:	Housekeeping Assistant
Responsible to:	Central Site Housekeeper
Place of Work:	Central Site, Trinity Hall, Trinity Lane
Objective:	To ensure that the College residences and furnishings are kept clean and ready for use as and when required
Working Hours:	Monday – Friday, from 07:30 or 08:00, 4.5 hours per day (22.5 hours per week)
Experience:	Residential domestic or commercial work

### **Main Duties and Responsibilities**

- Provide a cleaning service to our students and fellows
- Provide a cleaning and bed-changing service during conference periods
- 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 Housekeeper
- Provide cover for absent domestic staff when necessary
- Undertake further training when required
- Perform any other reasonable duties required by the Housekeeper, deputy, Head of Housekeeping Services, or 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 postholder***

## 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
<b>Qualifications and Education</b> <ul style="list-style-type: none"> <li>Educated to GCSE Level or equivalent</li> <li>NVQ or equivalent cleaning qualification</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Skills, Knowledge and Training</b> <ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Some degree of practical and manual ability</li> <li>Good cleaning standards</li> <li>Knowledge of Health &amp; Safety in the workplace including manual handling techniques.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Working as part of a team</li> <li>Experience in a similar setting</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>Conscientious, reliable and approachable</li> <li>Attention to detail</li> <li>Able to bend frequently and lift small-sized loads (in line with manual handling regulations)</li> <li>Able to follow instructions</li> <li>Able to work well both as an individual and as part of a team</li> <li>Smart and tidy appearance</li> <li>Honesty and discretion</li> <li>Flexible approach to work and tasks</li> <li>Willingness to undertake further training and learn new skills</li> <li>Good timekeeping</li> <li>Regular contact with young people</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>