

PEMBROKE COLLEGE

HOUSEKEEPING DEPARTMENT

CLEANER
HANDY
PERSON



JUNE 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 in designated College buildings within the allocated budget.

SALARY & HOURS

£23,003 per annum

36.5 hours Monday-Friday



JOB DESCRIPTION

Responsible to: The Housekeeper

Responsible for: Cleaner/Handy Persons are responsible for a designated area of work with their team. All areas of work must be cleaned to an acceptable standard. Cleaner/Handy Persons are expected to work in a safe manner and familiarise themselves with the H&S regulations, COSHH/Risk Assessments associated with the Housekeeping Department and Pembroke College.

Location: Pembroke College and Hostels

Main Duties and Responsibilities:

- Clean student rooms, communal areas, Fellows' rooms and guest rooms according to the schedule provided
- Dispose of rubbish and replenish/request supplies as necessary
- Notify the Housekeeping Manager of any repairs required to broken furniture and fixings
- Provide cover when other Bedmakers/Cleaner Handy persons in the team are on holiday or sickness leave
- Collect cleaning stores as required and ensure they are locked away appropriately at the end of the day
- Inform the College Housekeeper of any concerns regarding student behaviour



JOB DESCRIPTION

- Check for and report any carpet/curtain cleaning or damage repair requirements
- Report immediately, and before leaving the College, any gas, electricity, plumbing or carpentry maintenance requirements
- Deal with the disposal of rubbish, the removal of dirty laundry and the collection and delivery of clean laundry
- Undertake the movement of furniture, appliances, equipment, books and boxes, to include some movement of Fellows' belongings as required
- Ensure the safe storage of new items of furniture
- Maintain general safety and tidiness of storage areas
- Undertake any other related duties that arise from the nature and character of the post





PERSON SPECIFICATION

Essential

Skills/knowledge/training

- Knowledge of usage and application of cleaning products
- Ability to understand and follow written and oral instruction and to communicate with Fellows, students, staff and College guests

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

- Previous household/domestic experience

Personal attributes

- Reliable, polite and friendly

Confidentiality

- To keep any information relating to colleagues, students or Fellows confidential

Desirable

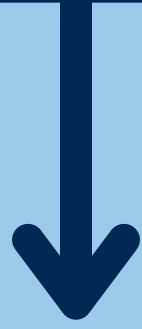
- Previous experience in a similar environment would be an advantage
- Willing to undertake any appropriate training
- Basic handy person experience
- Physically fit and able to move and lift necessary items
- Flexible and confident to work with minimal supervision
- Experience of working in a confidential environment

ORGANISATION CHART

HOUSEKEEPER



SUPERVISOR



CLEANER HANDY PERSON



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.

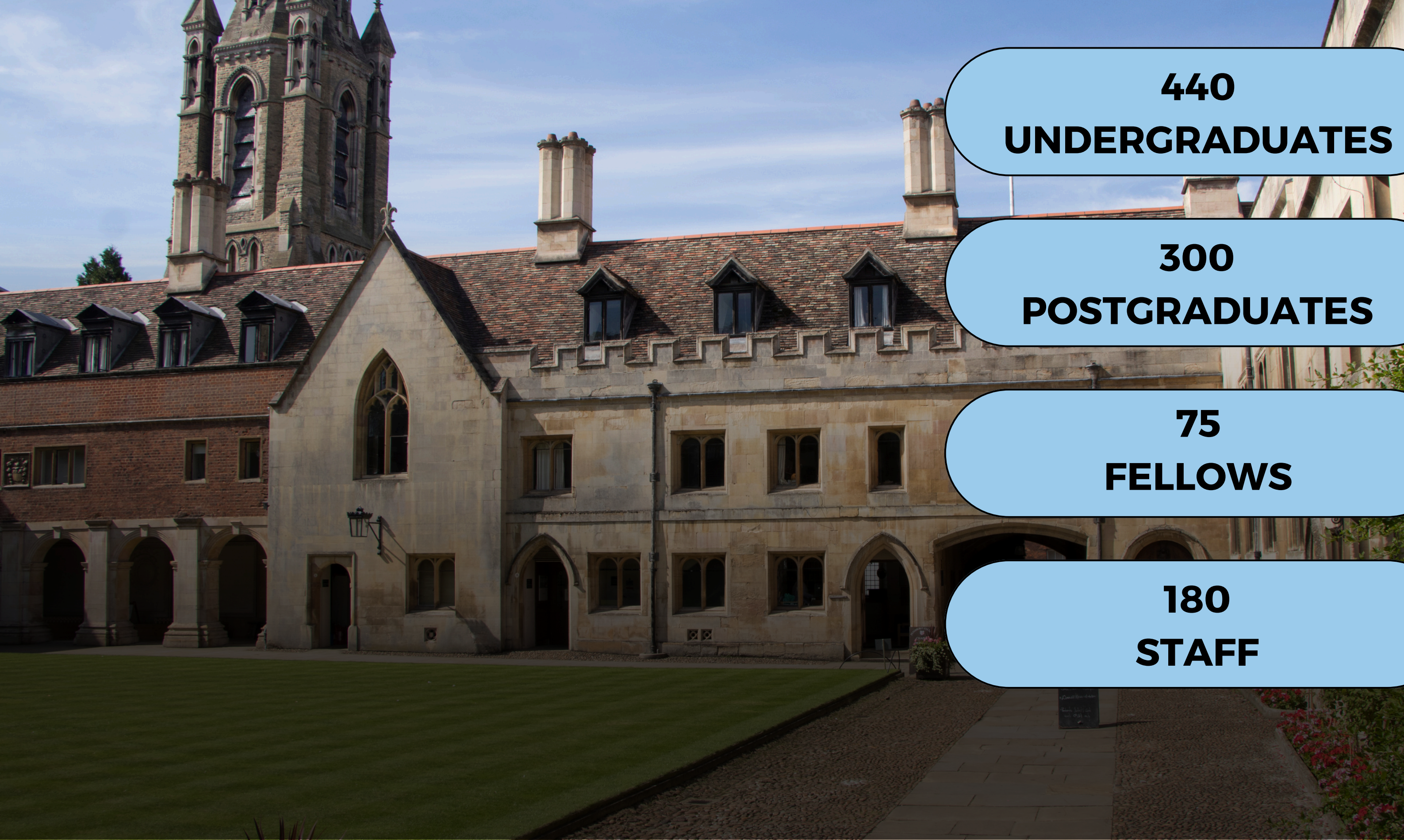
Please complete an [Application Form](#) and [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#).

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

Annual Leave Purchase Scheme

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

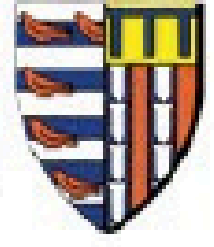
Subsidised health care

and more.....

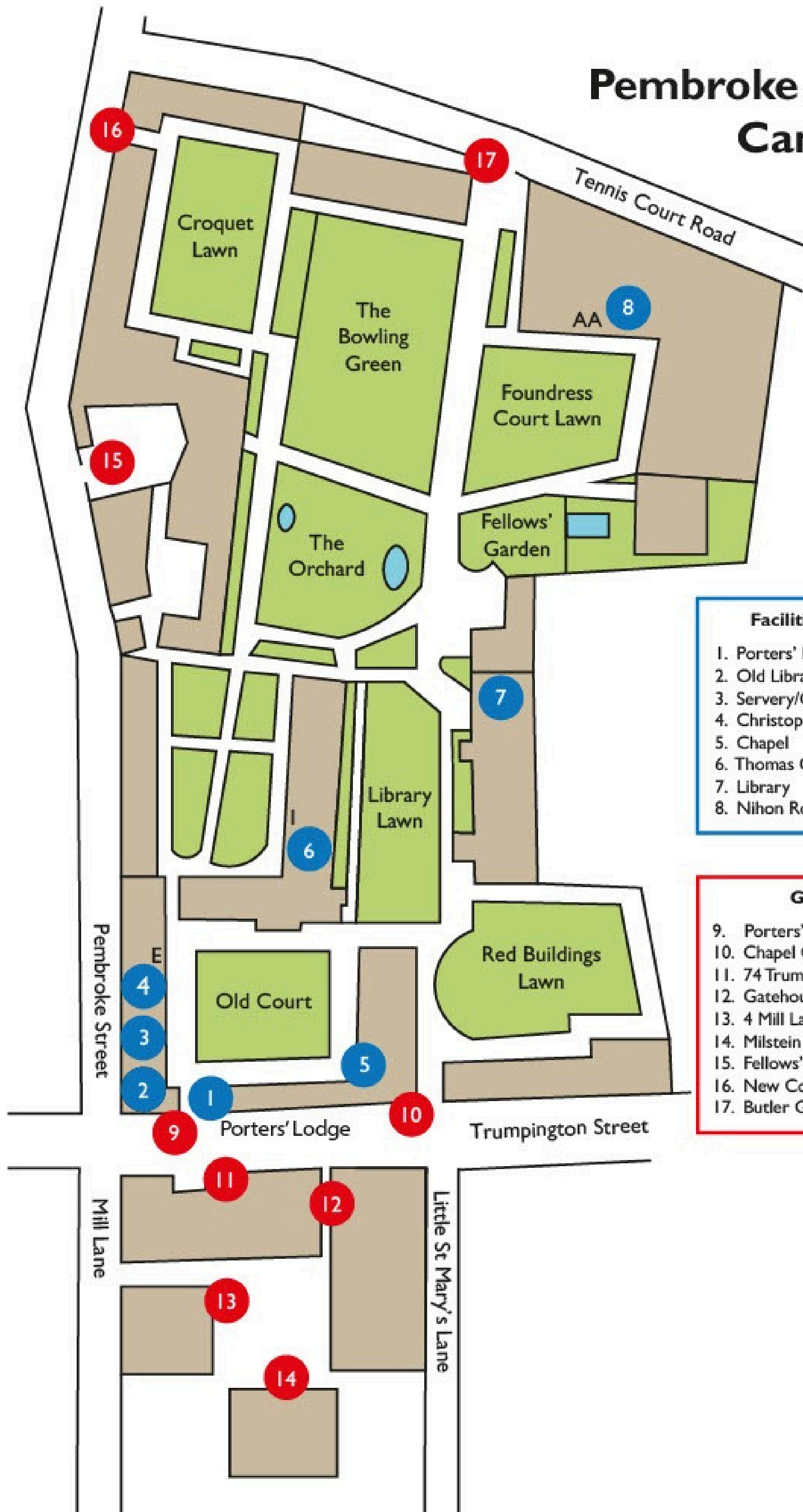
SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.

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)