**Bedmaker/Support to House Porter (35 hours per week 8:30am – 4:30pm)**
Salary £15,980 per annum plus pension and staff benefits

We are seeking a reliable and efficient Bedmaker/Support to House Porter to join our friendly Housekeeping team at Wychfield Site on Storey’s Way.

Duties will include cleaning of residential and communal areas, and collection and delivery of laundry to student rooms. The post holder will also assist with checking deliveries, moving furniture and setting up for conferences and meetings.

The post holder will be required to offer a degree of flexibility, as you may occasionally be required to work on one of our other city centre sites assisting your work colleagues during busy conference periods.

Some additional hours, including occasional weekend working will be required, particularly in the busy summer conference season.

Experience of domestic work is highly desirable, but training can be given. The successful candidate should relate well to young people and previous experience of working in a college environment would be an advantage. Good previous work references are essential.

**The closing date for the above position is 12th January 2018. Interviews will be held w/c 16 January 2018.**

Further details and an application form are available at [www.trinhall.cam.ac.uk/about/vacancies](http://www.trinhall.cam.ac.uk/about/vacancies). Applications should be sent by email to [jobs@trinhall.cam.ac.uk](mailto:jobs@trinhall.cam.ac.uk) or posted to Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to [jobs@trinhall.cam.ac.uk](mailto:jobs@trinhall.cam.ac.uk), tel. 01223 764660.
JOB DESCRIPTION

Job title: Bedmaker/ Support to House Porter

Responsible to: Wychfield Site Housekeeper, or such other person determined by the College at any time.

Place of work: Based at Storey’s Way. You will be required to work at other associated sites as required.

Working hours: 35 hours per week. Monday to Friday 08:30am – 4:30pm

Objective: To ensure that the College premises are kept clean and ready for use and to provide porterage to College members, staff and College guests. To assist in the preparations for conferences and meetings.

Experience: Cleaning, removals, residential domestic work.

Main Duties & Responsibilities

- Perform the cleaning duties described in the attached Work Instructions
- Provide a cleaning service to students, fellows and guests; including bedmaking for College guests 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 Site Housekeeper
- Provide cleaning cover for absent domestic staff when necessary
- Assist with the Collection of rubbish and recycling boxes from outside residences each day and transfer to central recycling and refuse bins; return boxes to residence entrances.
- Assist with the receipt and distribution of College hire linen; collect and despatch soiled linen in exchange; keep linen stores clean and tidy.
- Assist with incoming deliveries from suppliers.
- Assist with removals of furniture, books, papers, etc
- Assist with conference and meeting preparations as directed by the Housekeeper
- Cover the cleaning of the sports pavilion during House Porters absence
- Undertake further training when required
- Any other reasonable duties required by the Housekeeper

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

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills/knowledge/training</strong></td>
<td>• Good organisational skills</td>
<td>• NVQ Cleaning</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>• Residential domestic work</td>
<td></td>
</tr>
<tr>
<td><strong>Personal attributes</strong></td>
<td>• Conscientious/reliable/approachable</td>
<td>• Regular contact with young people</td>
</tr>
<tr>
<td></td>
<td>• Tidy appearance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Attention to detail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to follow instructions accurately, good level of spoken English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to work as part of a team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Flexible approach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Willingness to learn new skills and undertake further training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Good organisational skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Physically fit, ability to lift and move heavy items</td>
<td></td>
</tr>
</tbody>
</table>

Last updated December 2017