Bedmaker/Cleaner

Permanent, part-time
Monday to Friday (25 hours per week, between 8:00am – 2:00pm)
Salary £12,558 per annum plus pension and benefits

An exciting opportunity to join our dynamic and friendly housekeeping team at our Wychfield Site on Storey’s Way.

We are seeking a reliable, efficient and well-organised Bedmaker/cleaner.

Duties will include cleaning of residential and communal areas, and collection and delivery of laundry to student rooms.

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 12noon on Friday 11th March 2022.

Interviews will be held w/c 14th March 2022.

An application form is available here or on our Staff vacancies page.

Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, 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, tel. 01223 764660.
**JOB DESCRIPTION**

Job title: Bedmaker/Cleaner

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

Place of work: Based at Trinity Hall, Wychfield Site. You may be required to work at other associated sites as required

Objective: To ensure that the College’s residences and furnishings are kept clean and ready for use when required

Experience: Residential domestic or commercial work

**Main Duties & 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
- 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

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<th>Skills Knowledge Training</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Good organisational skills</td>
<td>NVQ or equivalent cleaning qualification</td>
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<tr>
<th>Experience</th>
<th>Residential domestic or commercial work</th>
<th>Residential educational setting</th>
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<tr>
<th>Personal attributes</th>
<th>Conscientious, reliable and approachable</th>
<th>Regular contact with young people</th>
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<tbody>
<tr>
<td>Tidy appearance</td>
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<tr>
<td>Attention to detail</td>
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<td>Ability to follow instructions accurately, good level of spoken English</td>
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<td>Ability to work as part of a team</td>
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<td>Flexible approach</td>
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<td>Willingness to learn new skills and undertake further training</td>
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<td>Physically fit, ability to lift and move heavy items</td>
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*Last updated Feb 2022*