ASSISTANT TO TL HOUSEKEEPER

Permanent | Part-time | 35 hours per week
Monday to Friday | 7:30 to 15:30
Salary £21,076 (FTE £22,662) per annum plus pension and benefits

A unique opportunity to join our busy, professional and friendly team at our site on Thompson’s Lane, Trinity Hall to become the Assistant to the Thompson’s Lane Housekeeper.

You will be reliable, have good organisational and interpersonal skills and be experienced in maintaining high standard of cleanliness, as well as preferably supervising a small housekeeping team and operations.

You will 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.

Duties

- Assisting the Housekeeper in maintaining a high standard of cleanliness throughout the site
- Supervising staff and allocation of work to ensure sufficient cover
- Overseeing the work of external contractors
- Providing cover for absent housekeeping staff as and when necessary
- Monitoring laundry and cleaning materials arrangements and stocks
- Reporting faults in furnishings, decoration, fixtures and fittings

Possessing relevant qualifications and experience with an exceptional track record of delivering to the highest standards is essential, and also be genuinely passionate about your career.

Training opportunities are available.

Further details about this position can be found in the Job Description and Person Specification here.

How to apply

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, including the following:

- Please submit your Application form, to download form here.
Explain your interest in the position and how your skills and experience fit the person specification.

Closing date for applications is **12noon on Friday 6th January 2023**

Interviews w/c **9th January 2023**

Interviews may proceed before closing date should applicant prove to fulfil job criteria.

Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.

**Employees' benefits**
- 25 days plus bank holidays annual entitlement (pro-rata for part-time roles)
- Extra day's holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme
- Uniform
- Training and development opportunities
- Medicash health plan (after 3 months of employment)
- Annual bonus scheme (varies and subject to end of year financial results)
- Recruitment incentive (1.5% of the starting salary of your referral)
- Social activities (e.g., end of year celebrations, garden parties, away days, etc.)
- Long Service Awards (gifts from 10 to 40 years of service)

**Equal opportunities**
Trinity Hall actively supports **Equality, Diversity and Inclusion in the workplace** and encourages applications from all sections of society. Please help us with this by completing this voluntary monitoring **form**. You can return it with your application, or we can post you a **form on request**. Please return it to HR.

Enquiries to **jobs@trinhall.cam.ac.uk** or tel. **01223 764660**