Westminster College, Cambridge: Application Procedure

Position: Housekeeping Assistant (Permanent, Part Time)

Thank you for your interest in the above position. We are enclosing a Job Description, Person Specification and an Application Form.

How to apply:
To apply please complete the application form and return to details stated below.

Please reply promptly. Applications will be reviewed immediately for an immediate start. We are happy to receive the application as a hard copy or by email. Applications by post should be marked ‘Confidential’ on the envelope.

Please reply to:

Hannah Anderson
Domestic Manager
Westminster College, Madingley Road
Cambridge CB3 0AA

Email: hlp39@cam.ac.uk

For a confidential discussion on any aspect of the job or your application please telephone Hannah Peckham on 01223 330646.

Please follow the accompanying instructions on where to return your completed form to.

Westminster College, Madingley Road, Cambridge CB3 0AA
Main Office: 01223 33 06 33
Email: admin@westminster.cam.ac.uk
www.westminster.cam.ac.uk
Westminster College, Cambridge: Job Description

Position: Housekeeping Assistant
Permanent, Part-time, flexible hours of work – day time and week-ends, overtime available
University grade 1 - £15,052 to £17,399 (pro rata)

Reporting to the Domestic Manager but supervised on a daily basis by the Assistant Domestic Manager and Domestic Supervisor or Senior Domestic Assistant. As part of the College’s Housekeeping team you will be responsible for cleaning students and college guests’ bedrooms, communal areas, offices and conference rooms.

During the college vacations the college becomes a conference and events venue, service will be to guests of the college visiting for conferences, meetings, and special events, therefore the Housekeeping Assistant will need to be flexible in regard to shift times changing and increasing hours during that period.

The Housekeeping Assistant will need to have good cleaning standard and a clear interest in hygiene. The Housekeeping Assistant will need to be willing to undertake basic COSHH and health and safety related training.

You will respect the particular sensitivities relative to the College’s role within the United Reformed Church. It is expected that you will have a flexible approach to working hours.

General responsibilities
You will

- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service
- Respect the privacy of residents.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to COSHH, manual handling, working at height and fire regulations.

Particular responsibilities
You will

- Observe; follow all legislative health and hygiene practices and policy.
- Familiarise yourself with the College systems and provide a friendly point of sale service to the college’s staff students and visitors:
- Ensure cleaning schedules are completed appropriately:
- Ensure the appropriate storage of stock items and maintain stock levels in the trolley and housekeeping cupboard.
- Assist and deliver in the development of housekeeping services:
- Support, where possible, housekeeping requirements outside normal working hours
- Meet, greet and assist our students, staff and visitors
- Maintain the cleanliness of the bedrooms and equipment
- Clean bedrooms, communal areas, offices and conference rooms within normal working hours in and around the college as required
- Any other task as directed by the Domestic Management, which are consistent with the aims of the post.
It is important that in a small college like Westminster that we work in a supportive manner and therefore in times of emergency or low business you may be requested to help in another department.

Other Matters

- You will have a flexible approach to working hours and be prepared to offer reasonable out of hours support for the Colleges conferences and events.
- You will at all times comply with regulations, policies and procedures of the College or imposed by the Domestic Manager/Assistant Domestic Manager.
- You will at all times act in the best interests of the College.

Expected Standards

- Communication - Communicate effectively with colleagues and internal and external customers
- Equality and Diversity - Act in ways that support a culture which promotes equality and values diversity.
- Health, Safety and Security - Act in ways that protect own and others’ health, safety and security.
- Customer service - Deliver excellent customer service
- Personal and People Development - Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

Further details available in Expected standards document

June 2017
Job Application Form

Job Applied for: **Housekeeper (Permanent, Part Time at 25 hours a week)**

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<tr>
<th>Surname:</th>
<th>Contact Telephone Numbers:</th>
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<td>Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.</td>
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Do you need a work permit to take up employment in the UK?

Do you require any special arrangements for interview and/or to help you take up this role? If so, please give details of any special arrangements or adjustments you would require to attend interview.

**Rehabilitation of Offenders Act 1974**

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, either spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “none.”

**Education**

Please list all schools and colleges you have attended and qualifications achieved e.g. – GCSEs, A Levels, vocational qualifications, degrees etc. List the most recent first.

<table>
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<tr>
<th>From – To Month/Year</th>
<th>School/College</th>
<th>Examinations Taken</th>
<th>Results awarded</th>
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**Employment and Work Experience**

Please describe briefly any work (whether paid or unpaid) which you have undertaken. List the most recent first. If you need to continue on a blank sheet, please do so.

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<tr>
<th>From – To</th>
<th>Employer</th>
<th>Job Title/Responsibilities</th>
<th>Achievements</th>
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**Professional Qualifications and Other Training**

Please give details of any professional qualifications you may have achieved and courses you have undertaken which you feel are relevant to the advertised role.
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<th><strong>Specific Skills</strong></th>
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<td>Please give details of any specific skills, such as experience with computer packages and any other information not covered elsewhere, which is relevant to your application.</td>
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<th><strong>Personal Interests</strong></th>
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<td>Please give details of any personal interests and activities.</td>
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<th><strong>Supporting Statement</strong></th>
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<td>Explain why you have applied for this job, outlining relevant qualifications and experience as they related to the job description. Emphasise why you consider yourself to be a strong candidate and what you feel you can bring to the role. Please use a further sheet of paper if necessary.</td>
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**References**

Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Please note that references will not be approached prior to interview and your permission will be sought before any contact is made.

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**Availability**

Please give the date from which you are available for employment.

**Consent**

1. I hereby give my consent to Westminster College, who are processing the data supplied on this application form, only for the purpose of recruitment and selection, for a maximum of six months.

   Please select
   - [ ] Yes
   - [ ] No

Signed: Date:

Name (please print):

**Declaration**

1. I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

2. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: Date:

Name (please print)