

## JOB DESCRIPTION

**Job Title:** Housekeeper

**Location:** Cliff College, Calver, Hope Valley, Derbyshire S32 3XG

**Responsible to:** Conference Centre Manager

**Purpose and Objectives:** To maintain the cleanliness of the accommodation at Cliff College, including bedrooms, bathrooms, corridors, lecture rooms, communal rooms and offices

### Main Responsibilities

1. To clean all areas to agreed standards and at the appropriate time, working quickly and efficiently to ensure accommodation is ready when required
2. To ensure that all equipment used is in good working condition and report any faults, breakages or damage to the appropriate person
3. To bag laundry for collection and sort on return
4. To ensure the confidentiality of all guest and staff accommodation
5. To complete any other reasonable duties, as required by your line manager.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
<b>Proven Ability</b>	Experience of working in housekeeping, cleaning or similar	Experience of housekeeping in a commercial setting	A, B
	Ability to work with attention to detail, speed and accuracy and to follow directions thoroughly.		A, T
		Ability to use Microsoft Office software	A, I
<b>Special Knowledge and Skills</b>	Good communicator, ability to build relationships and to work as an effective member of a team		A, I, T
<b>Special Qualities or Aptitudes</b>	Fully in sympathy with and supportive of the ethos and charisms of Cliff College		A, I
	Willing to play an active role in the life of the Cliff Community		A, I

Evidence: A - Application Form; I - Interview; T - Trial

## TERMS AND CONDITIONS

<b>Terms of appointment</b>	Permanent part-time role
<b>Hours of Work:</b>	20 hours per week on Tuesday , Wednesday, Friday and Sunday
<b>Remuneration:</b>	£9:00 per hour
<b>Health and Safety</b>	The post holder will be subject to Cliff College’s Health and Safety policy
<b>Equal Opportunities</b>	The post holder will be subject to Cliff College’s Equal, Diversity & Inclusion policy
<b>Physical Conditions</b>	Working in a number of buildings across a hilly site
<b>Work Permit:</b>	Appointment will be subject to documentary evidence of the right to live and work in the UK
<b>Holiday Entitlement:</b>	<p>Your pro rata holiday entitlement is dependent on your years of service: Years 1-4: 25 days annual leave + 8 bank holidays = 33 days; Years 5-9: 28 days annual leave + 8 bank holidays = 36 days; Year 10 onwards: 30 days annual leave + 8 bank holidays = 38 days.</p> <p>All Cliff College staff are required to work the second May bank holiday as this is Cliff Festival</p>
<b>Sick Pay:</b>	Entitlement in accordance with Cliff College’s sick policy
<b>Pension:</b>	There is a defined contribution pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally three months