

DOMESTIC ASSISTANT

Trinity College is looking for someone to join our small domestic team as a cleaner. The domestic team is made up of two or three core staff members supplemented by a few casual staff from within the college community.

Full-time working hours are 8.00am to 4.00pm, Monday to Friday, with an hour off for lunch. Lunch is provided free of charge to all staff members when available. We are happy to discuss a lower number of hours for the right candidate. Please state in your application your preference for full-time or part-time working.

Depending on whether we appoint a full-time member of staff or a part-time member, there may be another part-time position available. So, if you are interested, you should still apply even if you are only able to make part-time hours.

We are looking for someone who is conscientious and reliable and who takes a pride in the work they do. The college is a Christian college, training men and women for ministry in the Christian Church, and so we very much hope that the person appointed will want to support our Christian vision in the way they go about their work.

We want our staff to reflect the diversity of the communities around us and so applications from people with black or minority ethnic heritage will be particularly welcome.

We pay the Real Living Wage, which is currently set at £9.90 per hour (reviewed annually in April), together with pension contributions and sick pay. You are entitled to 23 days annual leave (or pro rata for part-time) plus three additional days between Christmas and New Year. There is free parking at the college.

The college is an enjoyable place to work with friendly and appreciative staff colleagues and students. It is set in beautiful buildings and grounds.

JOB DESCRIPTION

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| Job Title: | Domestic Assistant |
| Responsible to: | Site Manager |
| Working hours: | 35 hours per week (negotiable) |
| Pay: | £9.90/hour |

Main purpose of job:

To keep the college buildings - teaching rooms, offices, common rooms, and residential accommodation - tidy and clean and, in so doing, help create an attractive environment and positive experience for our staff and students.

Main working relationships:

- Domestic team supervisor (regarding working schedules)
- Other members of the domestic team
- Site Manager (regarding line management, health and safety, supplies and equipment)
- Receptionist and Conference Manager (regarding overnight guests and conference bookings)

Main tasks of job:

- To take responsibility for cleaning designated areas in accordance with the College's standards, policies and procedures relating to hygiene and health and safety.
- To vacuum, dust and polish in rooms and common areas in the designated areas.
- To clean bathrooms, toilets and kitchens in the designated areas.
- To empty bins and remove rubbish to the outside bin area.
- To carry out such further tasks as may from time to time be delegated to you by the Domestic Team Supervisor or Site Manager.
- To deputise for the team supervisor in their absence.

Personal qualities:

- A team player, able to work both under supervision and on own initiative.
- Conscientious and reliable, honest and hard-working, with a pride in their work.
- Good at prioritising and keeping to time.
- Physically fit.
- Supportive of the College's Christian mission and vision.