

## JOB DESCRIPTION

### HOUSE SERVICES ASSISTANT

#### College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

#### Role Purpose and Department Structure

**Team/ Department:** House Services

**Reporting to:** House Services Manager and Deputy House Services Manager

**Also supporting:** Managers in all departments

**Close working with:** Catering and Conferencing



#### Purpose of Job

The House Services Assistant is essential in maintaining the cleanliness, functionality, and overall operational efficiency of college premises. This role requires high standards of service, flexibility in task management, and basic IT skills for handling minor technical issues and operating related systems.

## Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

### Key Responsibilities:

#### **General**

- Any duties at the House Services Manager's discretion, which will include working outside of normal office hours and weekend working on a rota basis.
- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised

#### **Facilities Maintenance and Setup:**

- Arrange and prepare rooms for events and conferences, including setting up necessary furniture and equipment.
- Ensure all areas are clean and presentable, focusing especially on public spaces, dining areas, and conference facilities.

#### **Cleaning Duties:**

- Conduct regular cleaning tasks such as sweeping, mopping, dusting, and polishing to maintain high standards of cleanliness and hygiene.
- Handle intensive cleaning duties according to a scheduled plan, including care for floors and windows.

#### **Logistical Support:**

- Assist in moving and storing furniture and equipment as required for College functions.
- Manage waste and recycling, ensuring proper disposal and organization of the College's recycling systems.

#### **IT and Technical Support:**

- Provide basic IT support including assistance with audio/visual setups for events, troubleshooting minor technical issues, and ensuring digital equipment is functional.
- Operate systems that require basic IT knowledge to ensure efficient operations.

#### **Customer Service and Support:**

- Offer courteous and efficient service to all College members, guests, and visitors.
- Respond to queries and provide necessary information to support College activities.

***This job description may be subject to change following consultation between the Line Manager and Postholder***

**Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements.**

**It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.**



## PERSON SPECIFICATION

*Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.*

Qualifications	Essential	Desirable	Method of assessment
Proven experience in Housekeeping or facilities assistant role (or similar)	✓		CV and Cover Letter Interview
Skills and Experience	Essential	Desirable	Method of assessment
Basic IT skills with the ability to handle minor technical issues		✓	CV and Cover Letter
Strong organisational skills and attention to detail	✓		Interview
Excellent communication and interpersonal skills	✓		References
Ability to work independently and as part of a team	✓		
Other Qualities	Essential	Desirable	Method of assessment
Flexibility to work varying shifts, including weekends and evenings	✓		CV and Cover Letter
A valid driving license is desirable but not essential		✓	Interview References

**As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.**

## EMPLOYMENT

<b>Salary</b>	USSS Point 28 - 30 - £26,707 to £28,031 (depending on skills and experience).
<b>Working arrangements</b>	Full Time, 37.5 hours per week.
<b>Contract term</b>	Permanent, subject to a six-month probationary period.
<b>Annual leave</b>	Pro-rata of 26 days paid holiday plus 8 public holidays.
<b>Other</b>	We also offer: Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme  <i>Some of the above are non-contractual</i>