The College:
Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre, and within easy access of Cambridge mainline station, the College has over 1,000 students, a staff of around 250 and a Fellowship of about 70.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

Job Purpose, Key Duties and Responsibilities

- To help supervise staff.
- To cover for staff absence eg: sickness or appointments
- Distribute cleaning stores and bed linen on allocated floors
- Stock take of linen stores
- Keep the Deputy Housekeeper and supervisors informed of any potential problems and changes as they arise.
- To carry out inductions for new staff
- To check daily Kinetix and be responsible for the check in list for your area
- Carry out Kitchen checks and room checks
- To assist with staff training
Person Specification

Essential skills

- Excellent communication skills
- Good eye for detail with particular emphasis on maintaining the high standards of cleanliness throughout the college
- Able to work as part of a team
- Self-motivated
- Friendly and approachable/able to help motivate a team
- Basic Computer skills (Training will be given)

Desirable skills

- Good organizational skills
- Good understanding of COSHH
- Good sense of humour

Additional information

Be Part of the weekend rota 1 in 3