

JOB DESCRIPTION



Harper Adams
University

Title of Post: Domestic Services Assistant
Department: Domestic Services
Reports to: Cleaning Supervisor (in the first instance)

The Department:

The Domestic Services Department is responsible for cleaning and laundering services throughout the University. The department comprises of the Domestic Services Manager, Domestic Services Offices Assistant, 3 x Cleaning Supervisors supported by 2 x team leaders and 69 x cleaning staff, working various shift patterns between 5.00 a.m. and 7.00 p.m. The Laundry is currently staffed by; 1 Supervisor and 1 x Team Leader plus 10 x Laundry Assistants.

Job Purpose

To maintain the highest standards of cleanliness throughout the University.

Main Duties: The main duties and responsibilities include:

1. Collect and bag up all refuse and take to collection point or bin areas.
2. All floor maintenance including the use of suitable machinery i.e. carpets, hard floors.
3. Damp wipe all furniture, fittings, ledges, pipes etc.
4. Clean all toilets, wash rooms, bath and shower rooms.
5. Replenish all toilet requisites i.e. hand towels, toilet tissue, bin liners etc. Change shower curtains as necessary.
6. Cleaning duties and protocol as specified for residential areas.
7. Participate in training courses as required.
8. To work as an integral part of the cleaning team.
9. Maintaining materials, equipment and storage areas in a safe, clean and tidy condition.
10. Report immediately any faults in the fabric of the building or in cleaning equipment either to the supervisory/management team or via the Repairs Request book.
11. Ensure that safe working methods are adhered to and that the University's Health & Safety Policy is complied with.

Further periodical duties will include:

1. High dusting/vacuuming.
2. All accessible window/glass panes.
3. Special cleans of floor surfaces i.e. carpet shampooing, hard floor maintenance.
4. Wall and paintwork washing in all accessible areas.
5. Thorough cleaning of all furniture interiors and exteriors when possible.

This is a description of the post as it is presently constituted. The College reserves the right to periodically examine an employee's job description and to up-date or amend it to ensure that it is related to the duties then being performed, or to incorporate new duties, as required.

PERSON SPECIFICATION

The following characteristics have been identified as necessary for the post holder to operate successfully in this post. It would assist your application if you address them in the information you supply, as well as highlighting any other factors that you consider relevant.

QUALIFICATIONS <i>Essential</i>	<ul style="list-style-type: none"> • Good standard of general education
<i>Desirable</i>	<ul style="list-style-type: none"> • Valid First Aid Certificate
EXPERIENCE <i>Essential</i>	<ul style="list-style-type: none"> • Demonstrable experience of working in a similar role • Knowledge of Health & Safety
<i>Desirable</i>	<ul style="list-style-type: none"> • Experience of working with chemicals and cleaning machinery
SKILLS/KNOWLEDGE <i>Essential</i>	<ul style="list-style-type: none"> • Excellent communicate skills at all levels within the University • Ability to exercise initiative
<i>Desirable</i>	<ul style="list-style-type: none"> • Knowledge of Hospitality industry
DISPOSITION <i>Essential</i>	<ul style="list-style-type: none"> • Ability to provide a high standard of customer service and establish good working relationships with colleagues. • Be able to demonstrate a flexible and adaptable disposition and be responsive to change. • Ability to work individually and as part of a team.
OTHER FACTORS <i>Essential</i>	<ul style="list-style-type: none"> • Flexible approach to work • Ability to work under pressure • Able to cope with some moderately heavy lifting and manual handling

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

These roles will be part-time, all year round or term-time only positions all conditions of service will therefore be pro-rata to the salary and holidays quoted. Salaries will be determined by the working pattern, hours per week and weeks per year.

Salary	The commencing salary will be within the range £14,767-£15,052 per annum (pro-rata). £7.68 - £7.82 per hour. Salaries are paid monthly, in arrears, by credit transfer.
Hours of Work	The hours of work fall into 3 shift patterns: 6.00am – 9.00am (teaching areas / offices – x 52 wks) 9.00am - 1.00pm (residential areas - term-time only – a total of 33 weeks per year) 5.00pm – 8.00pm (teaching areas / offices – x 52 wks).
Holidays	The annual holiday entitlement is 23 working days, plus Bank Holidays (pro-rata if part-time). After 5 years continuous employment by the University, the annual holiday entitlement will increase to 28 working days. The holiday year runs from 1 April to 31 March and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager. As this is a term-time only post there is an expectation that holidays are taken in non-working time
Sick Leave	During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Local Government Pension Scheme (LGPS), subject to its terms and conditions from time to time in force. The LGPS is a final salary scheme and is contracted out of the State Earnings Related Pension Scheme (SERPS). Full details of the Scheme will be provided to the successful applicant upon commencement of employment.
Probationary Period	The first six months of employment will be a probationary period during which suitability to the post will be assessed. The probationary period may be extended at the discretion of the University.
Criminal Convictions	The post involves substantial opportunity for access to children and young persons under the age of 18. For this reason the University is entitled to take into account any criminal convictions, cautions or impending case(s) that it considers to be relevant to the post. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes would be considered “spent” under the provisions of the Act. Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. It will be necessary for you to obtain a

Disclosure & Barring Service Check (formally known as Criminal Records Bureau CRB) to confirm that you do not have any criminal convictions relevant to the post and that you are not banned from working with children. Full details will be provided once an offer of employment is made.

Exclusivity of Service

You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an 'X' in the relevant box provided on the application form.**

Application Procedure

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

This vacancy will remain open to allow candidates to register their interest, once a vacancy has been identified the Domestic Services Manager will temporarily hold the vacancy to so the applicants can be short-listed. Once completed the vacancy will be re-opened.