

JOB DESCRIPTION

Title of the post: Housekeeping Assistant

Department: Housekeeping

Reporting to: Cleaning Supervisor (in the first instance)

The University

Background

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

Academic Provision

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology

transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks & Spencer amongst many others.

Recognition

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the university for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 university, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

The Housekeeping Team

The Housekeeping Department is responsible for cleaning and laundering services throughout the University. The department comprises of the Manager, 2 Offices Assistants, 3 Cleaning Supervisors supported by 2 team leaders and 71 cleaning staff, working various shift patterns between 4.00am. and 6.30pm. The Laundry is currently staffed by; 1 Supervisor and 1 Team Leader plus 10 Laundry/Housekeeping Assistants.

Main Duties and Responsibilities

To maintain the highest standards of cleanliness throughout the University.
The main duties of the role include:

1. Collect and bag up all refuse and take to collection point or bin areas (not in student residential 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 and non-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, Bribery & Corruption, Safe Guarding, Lost Property and all relevant Policy's are 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 University 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.

	Essential	Desirable
Qualifications	Good Standard General Education	Valid First Aid at Work Certificate
Experience	Demonstrable experience of working in a similar role Knowledge of Health & Safety	Experience of working with chemicals and cleaning machinery
Knowledge/Skills	Excellent communicate skills at all levels within the University Ability to exercise initiative	Knowledge of Hospitality industry
Personal Qualities	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. 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.

Salary	The commencing salary will be £8.23 per hour. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a permanent part time post. The employment may be terminated during the course of the contract by either party giving 1 months' notice in writing.
Hours of Work	The hours of work fall into 3 shift patterns: 4/5/6.00am – 7/8/9.00am (teaching areas / offices – x 52 wks) 9.00am - 1.00pm (residential areas – x 52wks) 3.30pm – 6.30pm (teaching areas / offices – x 52 wks).
Holidays	The annual holiday entitlement is xx working days, plus 3 University closure days and Bank Holidays. Annual holiday entitlement rises to 25 working days with 5 years'

service. 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.

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. Full details of the Scheme will be provided to the successful applicant upon commencement of employment.

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.

Criminal Convictions The post involves the 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 this 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 are “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. The successful applicant will have to undergo a Criminal Records Bureau check before an appointment can be made.

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.

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 Housekeeping Manager will temporarily hold the vacancy to so the applicants can be short-listed. Once completed the vacancy will be re-opened.