



# RIDLEY HALL

C A M B R I D G E

## Job Description: Housekeeping Assistant (Temporary)

Role Title - Housekeeping Assistant  
Location - Ridley Hall, Cambridge, CB3 9HG  
Reporting to - Housekeeping Manager

### Role Purpose

To support the Housekeeping team in maintaining a high standard of cleanliness, hygiene, and presentation across Ridley Hall during the busy summer period, ensuring a welcoming environment for students, guests and visitors.

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### Key Working Relationships

- Housekeeping Manager
- Premises Manager
- Catering Department
- Ridley Hall staff, students and conference guests

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### Working Hours

- Part-time: 20 hours per week
- Typical shift pattern: 7:30am – 12:30pm
- Flexibility with start times may be available
- Additional hours may be offered during peak periods

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### Key Responsibilities

You will be responsible for delivering a consistently high standard of housekeeping across the site. Duties include, but are not limited to:

- Cleaning and maintaining student accommodation, guest bedrooms, and public areas
- Servicing and preparing guest rooms to agreed standards
- Cleaning shared facilities including kitchens, bathrooms, staircases, and communal spaces
- Making beds in guest rooms and student accommodation during conferences
- Ensuring all work is carried out in line with Housekeeping procedures and quality standards
- Handling cleaning products and equipment safely, in line with COSHH and Health & Safety guidelines
- Reporting maintenance issues or health and safety concerns promptly

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### **Skills, Knowledge and Experience**

- Previous experience in a cleaning or housekeeping role (e.g. hotel, university, healthcare, or similar environment is preferable)
- Understanding of cleaning standards and hygiene practices
- Awareness of Health & Safety requirements, including safe use of cleaning products
- Knowledge of COSHH regulations
- Experience working in a hospitality or educational setting

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### **Personal Attributes**

- Reliable, punctual and organised
- Self-motivated, with the ability to work independently and meet deadlines
- A positive team player with good communication skills
- Flexible and adaptable approach to tasks and working patterns
- Takes pride in delivering high-quality work

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### **Terms of Employment**

- Based on site at Ridley Hall, Cambridge
  - Temporary role for 6 weeks
  - Hourly rate: £12.71 per hour
  - Holiday entitlement accrued pro rata
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## Person Specification: Housekeeping Assistant (Temporary)

### Criteria for Shortlisting

Notice for candidates -

When shortlisting for interview you will be assessed against the following criteria at application stage. Please detail your competencies in the areas below as part of your application letter.

### Experience

Criteria	Essential / Desirable
Experience in a cleaning or housekeeping role (e.g. hotel, university, healthcare, or similar environment)	Desirable
Experience working in a customer-facing or hospitality setting	Desirable

### Skills and Knowledge

Criteria	Essential / Desirable
Understanding of cleaning standards and maintaining hygienic environments	Essential
Awareness of Health & Safety requirements in the workplace	Desirable
Knowledge of COSHH regulations and safe use of cleaning chemicals	Desirable
Ability to follow procedures and work to agreed standards	Essential

### Personal Attributes

Criteria	Essential / Desirable
Reliable and punctual with a strong work ethic	Essential
Ability to work independently and manage time effectively	Essential

Positive, flexible and adaptable approach to tasks	Essential
Ability to work collaboratively as part of a team	Essential
Takes pride in delivering high-quality work and attention to detail	Essential
Good communication skills with staff, students and visitors	Desirable

### Other Requirements

Criteria	Essential / Desirable
Willingness to work a rota	Essential
Ability to work additional hours during busy periods if required	Desirable