

## Summer Casual Worker

### Job Description

#### The Role

<b>Job title:</b>	Summer Casual Workers
<b>Department:</b>	Commercial Services and Facilities
<b>Responsible to:</b>	Campus Services Manager
<b>Location:</b>	Cirencester
<b>Job Details:</b>	Delivery of housekeeping services to all areas of the campus
<b>Salary:</b>	£ 11.44 p/hr (23 yrs & over); £10.18p/hr (under 23 yrs), plus holiday pay at 12.07% (equivalent £11.67 or £11.41 per hour)
<b>Hours:</b>	Temporary summer casual post from end of May to end August: 9am to 3pm, 25 hours per week, usually Monday to Friday with occasional weekend and evening work during busy periods

#### The Purpose

To assist the permanent housekeeping team in the cleaning of student rooms and the preparation of summer conference guests, cleaning bedrooms, bed making and general tasks.

Carpet cleaning to use the carpet cleaning machines after training from the housekeeping staff cleaning carpets in all rooms on the Campus.

Window cleaning to clean all ground level windows inside and out clean all inside windows on all levels using the equipment supplied after training from onsite staff this will also include general outside tasks.

#### Key Responsibilities

- The preparation and cleanliness of all areas on site as directed by the Campus Services Manager
- The cleaning of carpets using the equipment supplied under the direction of the Campus Services Manager.
- The cleaning of all on site windows and general tasks purporting to the on-site cleanliness as directed by the Campus Services Manager

## University Values

As a university we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

<b>Requirements</b>	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview
A good standard of general education - GCSE or equivalent	E	A
Health & Safety & COSHH training, awareness	D	A
Good interpersonal skills, able to communicate effectively with people from all backgrounds	E	B
Effective team worker, able to work with and support others in a team role	E	B
Experience in a similar environment	D	A
Ability to work unsupervised if necessary	E	B
Ability to work to written and or verbal instruction	E	B
Physically fit enough to be mobile on foot around campus, including locations upstairs, to be able to cover all areas on campus	E	A, B

## General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Application Procedure

If you are interested in applying for this role, please send:

- A University [Casual Application form](#) available on the University website ([www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Closing date for applications: 30 June 2024