Housekeeper

Job Description

The Role

Job title:	Housekeeper
Department:	Campus Experience Directorate
Responsible to:	Campus Operations
Location:	Cirencester
Job Details:	Permanent, 25 - 35 hours per week.
Salary:	Grade 2**,** £23,660 per annum for full time hours, pro rata for part time
Hours:	07:30-15:00 Weekdays 07:30-10:30 Sat/Sun on a 4 week rota basis. Some additional flexibility will be required during the summer conferencing season

The Purpose

To work as part of the Housekeeping Team who are responsible for the cleanliness of all areas on site, servicing student rooms and guest bedrooms during conference periods and ensuring the offices and public areas of the University are kept to the highest standard.

Key Responsibilities

- The preparation and cleanliness of all areas on site as directed by the Housekeeping Team Leader.
- Regular cleaning and servicing of student bedrooms during term time
- Routine daily cleaning and servicing of guest bedrooms throughout the University during conference periods and the conference floor throughout the year
- Regular cleaning and servicing of offices and public areas of the University
- To sort the waste for recycling and take it to the recycling points
- To comply with health and safety requirements at all times, to include the wearing of protective clothing as provided and adhering to correct use of hazardous chemicals as trained
- Ensure University security is maintained at all times, to include locking of bedrooms and safeguarding personal security by adopting safe working practices as trained.

- To be responsible for the cleaning of a designated area of the University and instruct temporary housekeeping staff as allocated during busy periods
- To wear the uniform provided and maintain a high standard of appearance whilst at work around the University
- To carry out the weekly room checklist and report any damage or breakages to the Team Leader
- To build good working relationships with students, staff and guests, providing help and assistance as requested
- Such other housekeeping tasks as may be required by the Head of Department from time to time

Person Specification

Qualifications	**Essential (E) or Desirable (D)**	**Measured by;** A – Application form B – Interview C - Presentation
A good standard of general education - GCSE or equivalent	E	A

Knowledge, Skills & Experience	**Essential (E) or Desirable (D)**	**Measured by;** A – Application form B – Interview C - Presentation
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.

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.

Application Procedure

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

- University Application Form together with the Equal Opportunities Monitoring Form available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Kirstie Miller, Housekeeping Supervisor,

  Kirstie.Miller@rau.ac.uk
- **Closing date**: 2 December 2026 with **Interviews on:** 15 December 2026
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.
- **Please note**: it is the university's policy to appoint new staff at the bottom of the pay scale, unless there are demonstrable exceptional skills and experience the candidate brings with them.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.