



Emmanuel College  
Cambridge CB2 3AP  
Telephone 01223 334242  
Email [hr@emma.cam.ac.uk](mailto:hr@emma.cam.ac.uk)

Job Description for – Bedmaker

Responsible to – Household Supervisor

Line Manager – Housekeeper

### **BACKGROUND INFORMATION**

Emmanuel is one of the Colleges that make up the collegiate structure of the University of Cambridge. We provide a community-focused environment for learning, living and working in peaceful and beautiful grounds situated in the centre of the City. The College was founded in 1584 by Sir Walter Mildmay and has been a centre of outstanding learning ever since. It currently has over 650 students (undergraduate and postgraduate), nearly 100 Fellows (who teach and research at the College) and over 150 staff. We welcome people into the Emma community from across the globe, of many different backgrounds, with many different experiences.

The Household Department is responsible for the general cleaning across the entire College site including off-site accommodation. The role of the bedmaker is responsible for cleaning a variety of areas across the College including student and fellow's accommodation, study areas, guest houses and offices.

The College is seeking friendly, flexible and reliable individuals to join the Housekeeping team providing a high standard of cleaning services across the College.

### **PRINCIPAL RESPONSIBILITIES**

Carry out the routine cleaning of allocated areas of the College, to include:

- Cleaning of bathroom facilities
- Cleaning of kitchen areas including GIP rooms
- Cleaning of corridors and staircases
- Cleaning of guest and student accommodation
- The changing of bed linen is required for guest accommodation and during conference periods only
- Occasional weekend working is required during graduation
- Some weekend working is available for guest rooms and occasional conferences

Part-time (20 - 25 hrs per week)

£12.73 per hour (20 hrs £13,280 PA, 25 hrs £16,600 PA)

- Start time between 7.45am and 9am each morning, Monday to Friday

- 25 days annual holiday for full-time positions (pro-rata for part-time posts), in addition to statutory bank and public holidays.
- Membership of a contributory pension scheme (employees' contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.

Benefits:

- Canteen
- Company events
- Company pension
- Discounted or free food
- Employee discount
- Enhanced maternity leave
- Enhanced paternity leave
- Free flu jabs
- Life insurance
- On-site gym
- Private medical insurance
- Sick pay

**APPLICATION**

For further information please visit [www.emma.cam.ac.uk/about/jobs](http://www.emma.cam.ac.uk/about/jobs)

Completed applications should be marked 'Strictly Private & Confidential' and sent via email to [HR@emma.cam.ac.uk](mailto:HR@emma.cam.ac.uk)

**The closing date for applications is 5<sup>th</sup> February 2025.**

*Emmanuel College is an equal opportunities employer. We have a policy of equality of opportunity for all staff. Applications are welcome regardless of race, colour, ethnic or national origin, sex, marital status, disability, sexual orientation, religious beliefs or age.*