

## Housekeeping & Duty Officer Job Vacancy

We are looking for an enthusiastic, personable and proactive person to be our new residential Housekeeper and Duty Officer. The successful applicant will carry out practical and administrative tasks relating to our Housekeeping and Conferences functions and provide out of hours Duty officer support (on a rota basis) for the resident student community and conference guests. In addition, they will supervise other staff working in the Conferences and Housekeeping department.

The appropriate person for the role will have strong communication skills, be a good team player and possess the ability to manage competing demands. Above all, the person must be committed to playing an active role in the life of our resident inter-cultural Christian community and ensure the highest standards of cleanliness and organisation in our College facilities.

All Nations Christian College is an intercultural Bible and Mission College whose purpose is to cultivate biblically rooted, hope-filled and culturally relevant engagement with God's mission by training and equipping disciples of Jesus Christ in partnership with the global church.

<b>Hours:</b>	Part time 30 hours Monday to Friday
<b>Location:</b>	Residential on site at Easneye, Ware
<b>Line Manager:</b>	Conferencing & Housekeeping Manager
<b>Responsible for:</b>	Housekeeping & Duty Officer, (Conferences & Housekeeping Assistants and Casual staff in absence of Housekeeper & Duty Officer)
<b>Team:</b>	Operations
<b>Salary:</b>	£23,900 pro rata per annum
<b>Start:</b>	January 2025 or as soon as possible

### Working Conditions

Located at Easneye, Ware, Hertfordshire, UK.

**Hours of work:** This role will be part time (30 hours per week) Monday to Friday with some evenings and weekends required. Working hours at college are 8.40am - 5.10pm. However, a degree of flexibility is required in case of emergencies and to fit in with the arrival of guests and new students.

**Holiday:** 30 days per annum (pro rata) plus 6 of the 8 bank holidays when they fall on a normal working day.

### **Other information**

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed Christian and fully supports the objectives of the college.

All Nations Christian College is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment and staff will be required to be checked with the Disclosure & Barring Service (DBS).

***Applicants must have the right to work in the UK.***

### **Job Description**

For more information, please read the full [job description](#).

### **To apply for this role:**

To apply for this role, please send us your CV and a covering letter explaining how your skills and experience are relevant, and why you are the ideal candidate for this post. Email [hr@allnations.ac.uk](mailto:hr@allnations.ac.uk)

(Applications will be reviewed on a rolling basis).