

Trent Bridge, the home of Nottinghamshire County Cricket Club,

is looking to recruit a part-time Housekeeper on a temporary basis.

Working within our existing Housekeeping team, the successful candidate will help to

 maintain the Radcliffe Road Centre and Derek Randall Suite to a very high standard.

A commitment to high standards of cleanliness, flexibility with working hours

and a “can do” attitude will be essential attributes.

Previous experience is not essential as full training will be given.

 Basic working hours will be 20 per week.

Hours will be variable and will include morning, evening and weekend work

 until the end of September.

Must be eligible to work in the UK, as a proof of eligibility check will be carried out.

If you would like to join us at Trent Bridge

 please email your completed application form and covering letter to:

recruitment@nottsccc.co.uk

or send it to:

The Business Support Manager,

Nottinghamshire County Cricket Club,

Trent Bridge, Nottingham NG2 6AG

Closing date for Applications is Friday 14th April 2017

Interviews will be held on Tuesday 26th & Wednesday 27th April 2017

No agencies please

**NOTTINGHAMSHIRE COUNTY CRICKET CLUB**

**ROLE PROFILE**

**JOB TITLE Housekeeper**

**(Reporting to the Radcliffe Road Centre Manager)**

 **Part-Time**

**1. RELEVANT GENERAL OBJECTIVES (Source: 2011-2015 Strategic Plan)**

* Protect and enhance the Trent Bridge brand.
* Commit to promote Trent Bridge as an International ground of the highest repute.
* Commit to an open, challenging culture where outstanding performance is the norm.

**2. SPECIFIC ROLE PROFILE**

* Ensure the high standards of cleanliness within the Centre and DRS are maintained on a day-to-day and periodic basis.
* Maintain a courteous and professional attitude towards all Centre users.
* Maintain good communication and working relationships with staff across all departments.
* Provide cover for the full-time role, as requested by the Radcliffe Road Centre Manager, for holidays, sickness or busy times.
* Ensure all chemicals and equipment are used and stored safely.
* Any other ad hoc duties in pursuance of the objectives, as may be required in the role, and as requested by the Radcliffe Road Centre Manager from time to time.
1. **KEY PERFORMANCE INDICATORS**
* Provide a high level of support to your line manager.
* Achieve an open and courteous working relationship with both staff and centre users.
* Always maintain a high level of vigilance in order to enhance the security of both customers and fellow staff.

 Evaluation forms, staff and customer comments, up to date records and monitoring by Centre Manger can measure all.

**PERSON SPECIFICATION**

**Part Time Housekeeper**

**Department: Radcliffe Road Centre**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** |  | Recent working experience within a housekeeping environment |
| **Knowledge** |  | Understanding of COSHH & manual handling |
| **Skills**  | Ability to work alone and as part of a teamAbility to use own initiativeGood communication skills Ability to be adaptable |  |
| **Qualifications** |  | COSHH / Manual Handling courses |
| **Qualities & Attitude** | Flexibility to work weekends and eveningsFlexibility to cover holidays and sicknessSelf-motivatedFriendly and approachable |  |
| **Other** |  |  |



**NOTTINGHAMSHIRE COUNTY CRICKET CLUB**

#  EMPLOYMENT APPLICATION FORM

The information requested in this form is important in assessing your application. Please complete accurately and in full, using BLACK INK. Please read any information enclosed with this form before completing your application.

POSITION APPLIED FOR: **…………………………………………………………………………**

**From what source did you learn about this position ……………………………………….**

**SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORENAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## MOST RECENT EMPLOYER

**Name & address of most recent employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date started: \_\_\_\_\_\_\_ Date left: \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(if applicable)**

**Reason for leaving (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many employees do you manage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of hours worked per week: \_\_\_\_\_\_\_\_**

**Period of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How soon could you be available to join us, if offered this position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Previous employment (please start with the most recent first. Please include any temporary,

unpaid or work experience). Please continue on a separate sheet if required.

### From To Employer Name Job Title & Duties Wage/Salary Reason for

#### Month/Yr Month/Yr & Address Leaving

##### Attendance at Training Courses relevant to your employment

**Course Title Organising Body Duration Date**

##### Education – proof of qualifications may be requested at interview

### Date Date Schools, Colleges attended Qualifications gained or pending

**From To (including Part-Time) Please state subject, level & grade**

**Please give details of any dates when you would not be able to attend for an interview:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please use this space to demonstrate how you meet the specific requirements of the position you have applied for.**

**It is recommended that you use the details from the Job Description to help you organise your information.**

**You should draw on your knowledge, skills and experience gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary work.**

**Please continue on separate A4 sheets, if required.**

**REFERENCES:**

**Please give the names of two referees who may be contacted in respect of your application. The first should be from your current/last employer (or Head Teacher if you are a school leaver). The second should be from a previous employer (or a person you have worked for in a voluntary/unpaid capacity, or a teacher if you have no employment history).**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact prior to interview: Yes/No (please delete as appropriate)**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact prior to interview: Yes/No (please delete as appropriate)**

##### DECLARATION

**I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and confirm that I am eligible to work in the UK.**

**I confirm that I have no previous convictions for any criminal matters that require declaration under the Rehabilitation of Offenders Act 1974.**

**I accept that should I not have provided full and accurate information, it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Thank you for completing this application form***