

**TRENT BRIDGE**  
EST. 1838

# CANDIDATE BRIEF

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## HOUSEKEEPER

JUNE 2022





AN INTERNATIONAL SPORTING VENUE,  
A PROFESSIONAL COUNTY CRICKET CLUB  
AND A THRIVING COMMUNITY HUB

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We are Trent Bridge, a cricket ground of global repute first established in 1838. We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team and our lauded community programmes.

Working within our existing housekeeping team, the successful candidate will help to maintain the cleanliness of the venue seating, concourses, buildings and offices to a very high standard.

A commitment to high standards of cleanliness, ability to work across a large and varied site, flexibility with working hours and a "can do" attitude will be essential attributes.

Basic working hours will be 30 hours per week.  
However, during the season working hours may vary slightly and may include evening and weekend work from May until the end of September.

Thank you for your interest in this role.

## **ROLE PROFILE**

### **HOUSE KEEPER- Part Time**

**RESPONSIBLE TO:** HEAD OF OPERATIONS

**RESPONSIBLE FOR:** N/A

### **RELEVANT GENERAL OBJECTIVES**

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

### **SPECIFIC ROLE OBJECTIVES**

- Ensure that all areas around Trent Bridge are maintained to the high standards of cleanliness
- Maintain Health and Safety standards at all times
- Ensure equipment is cleaned, maintained and stored correctly
- Deal with any customer requests promptly and courteously
- Maintain a courteous and professional attitude towards all Venue users
- Maintain good communication and working relationships with staff across all departments
- Provide cover for the full-time role, as and when required and when requested by the Operations Manager for holidays, sickness or busy times
- Any other ad hoc duties in pursuance of the objectives, as may be required in the role, and as requested by the Operations Manager from time to time

### **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

## **EQUITY, DIVERSITY AND INCLUSION**

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

## SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

### PERSON SPECIFICATION

#### Part Time Housekeeper

#### Department: Operations Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		Recent experience within a housekeeping environment
<b>Knowledge</b>		Understanding of COSHH & Manual Handling
<b>Skills</b>	Ability to work alone and as part of a team.  Ability to use own initiative  Good communication skills  Ability to be adaptable	
<b>Qualifications</b>		COSHH /Manual Handling Certificates
<b>Qualities &amp; Attitude</b>	Flexibility to work weekends and evenings  Flexibility to cover holidays and sickness  Self- Motivation  Friendly and approachable	
<b>Other</b>		

## HOW TO APPLY

If you would like to join us at Trent Bridge please send your CV and covering letter, including details of your current salary and expectations to:

The HR Department,  
Nottinghamshire County Cricket Club,  
Trent Bridge, Nottingham NG2 6AG

Or email:

[recruitment@nottsccc.co.uk](mailto:recruitment@nottsccc.co.uk)

Closing date for applications is 5pm 7<sup>th</sup> July 2022  
Successful Candidates will be invited to an Open Evening on Thursday 14<sup>th</sup> July 2022

No agencies please

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Trent Bridge, Nottingham, Ng2 6AG  
(0115) 9823000  
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