

Job title	Custodian (McDonald Institute for Archaeological Research)
Grade	3
Salary range	£23,144 - £25,742
Staff Group	Assistant
Institution	McDonald Institute for Archaeological Research

## Role-specific information

### Role Summary

The role holder will be responsible for providing a dedicated custodial service to both the McDonald Courtyard Building and four of the six floors in the McDonald West Building. The role holder should have a hands-on approach to problem solving and be able to work on their own as well as being an important part of the Institute's support team of administrators and technical staff. They will also liaise with wider Departmental staff and visitors to the Institute. A professional, friendly manner is essential.

The Custodian will ensure that first impressions of these buildings are of clean and welcoming workspaces by maintaining a high standard of cleanliness and organising activities that contribute to their smooth running; these activities include portering, room set ups, security and safety checks and minor maintenance.

The Custodian will supervise contractors on site to ensure they are working safely and to maintain a safe environment for the Institute's staff and visitors, as well as ensuring work is completed satisfactorily. They will sign for deliveries and ensure contractors and other visitors are correctly signed in during periods when the reception desk is not manned. They will also act as the Institute's Fire Manager, undertaking any necessary training needed to fulfil this role, along with other relevant safety training as required.

General IT skills are required to be able to correspond by email and Teams and to enter data on to spreadsheets such as logging safety information.

### Key Responsibilities

Maintenance of the Building	%
<ul style="list-style-type: none"> <li>• Undertake day to day cleaning tasks to include cleaning toilets and mopping and vacuuming communal areas and stairwells.</li> <li>• Develop and follow a cleaning schedule to include periodic cleaning of other spaces such as offices. Ensure cleaning is completed to a high standard.</li> <li>• Carry out spot cleaning and deal with spillages.</li> <li>• Support cleaning of laboratories, following specialised safety training.</li> <li>• Supervise contract cleaners undertaking tasks within the building.</li> <li>• Restock consumables such as toilet rolls, paper towels and soap.</li> <li>• Oversee the ordering of cleaning materials and consumables (toilet rolls, paper towels, light bulbs etc) in consultation with the Line Manager and in accordance with University purchasing procedures.</li> <li>• Deal with waste disposal in line with Institute and University procedures.</li> <li>• Support and monitor University recycling and associated environmental initiatives.</li> </ul>	<b>60%</b>

<ul style="list-style-type: none"> <li>Keep the immediate external areas of the site clear of litter and in good visual order; clearing leaves and weeds from entrances and paths leading to the building to keep gutters clear and create good first impressions.</li> <li>Clear snow from entrances and paths leading to the building and lay salt to prevent icing.</li> <li>Water potted plants in communal areas.</li> </ul>	
<b>Safety</b>	<b>%</b>
<ul style="list-style-type: none"> <li>Check windows and doors for safety. React to security alerts and beware of potential security issues around the buildings. Liaise with visitors at all levels efficiently and courteously.</li> <li>Act as the Institute's Fire Manager following specialised training.</li> <li>Interpret and operate the Fire Alarm Panel to carry out weekly alarm tests; carry out Fire Points testing and other fire system checks (fire door closures, electric door release buttons, lift communication, emergency lighting). Record findings digitally. Report any issues through the correct channels. Inactivate zones during hot works.</li> <li>Ensure local safety rules and regulations are observed. Report all areas of health and safety through the correct channels. Keep a log of any incidents for reporting to the Safety Committee.</li> <li>Ensure equipment is in safe working condition and log routine inspection results digitally.</li> <li>Ensure cleaning products are stored correctly and COSHH risk assessments are completed and kept up to date digitally.</li> <li>Attend relevant safety training courses.</li> </ul>	<b>10%</b>
<b>Preventative maintenance</b>	<b>%</b>
<ul style="list-style-type: none"> <li>Carry out routine inspection and reporting to assist in the efficient operation of all mechanical, electrical, piped and central services. Monitor control panels in the plant rooms and liaise with the McDonald Administrator and/or Facilities Managers and Estates Management Helpdesk regarding any faults/ minor leaks/other building issues.</li> <li>If required, carry out routine temperature testing and water outlet flushing as required by the Approved Code of Practise L8, controlling Legionella.</li> <li>Supervise contractors on site to ensure they are working safely and to maintain a safe environment for the Institute's staff and visitors, as well as ensuring work is completed satisfactorily</li> </ul>	<b>5%</b>
<b>Minor works</b>	<b>%</b>
<ul style="list-style-type: none"> <li>Monitor and attend to minor maintenance tasks as required – specific examples are: the replacement of bulbs; fixing shelves or door furniture; touch-up painting, clearing blocked sinks and other small DIY tasks.</li> <li>Inform the appropriate authority (Line Manager, Facility Managers or Estates Maintenance Helpdesk) of any maintenance and repair work required which does not fall into the above.</li> <li>Meet monthly with the University's Estates team on site.</li> </ul>	<b>10%</b>
<b>Other</b>	<b>%</b>
<ul style="list-style-type: none"> <li>Set up the seminar room for a variety of uses; this may include the occasional opening and closing of the floor to ceiling moveable doors to create a large ground floor event space; check that rooms are set up as requested and rearrange and reset furniture as necessary.</li> <li>Undertake portering and reasonable movement of furniture, laboratory and other equipment or deliveries. In the case of large moves, work with and oversee the completion of moves by casual staff, liaise with IT to complete moves</li> <li>Sign for deliveries and ensure contractors and other visitors are correctly signed in during periods when the reception desk is not manned.</li> <li>The Head of Institute may from time to time require the role-holder to perform other duties appropriate to the grade of the post</li> </ul>	<b>15%</b>

## Person Profile

This section details the knowledge, skills and experience we require for the role.

Criteria	Description	Essential or Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in a caretaker or similar role - demonstrate knowledge of principles, processes and general concepts in relation to custodial work.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Cleaning - practical experience and knowledge of modern cleaning techniques, Health and Safety legislation and practise, especially around COSHH requirements.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of supervising contractors.</li> </ul>	D
<b>Skills</b>	<ul style="list-style-type: none"> <li>Technical aptitude and the ability to carry out minor maintenance.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to operate simple testing equipment and record data</li> </ul>	E
	<ul style="list-style-type: none"> <li>Good communication and interpersonal skills to deal with a variety of different people in a positive way and to integrate in to a team.</li> </ul>	E
	<ul style="list-style-type: none"> <li>IT skills in Word, Excel and email; aptitude to learn new IT skills such as digital safety recording tools and Teams.</li> </ul>	E
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good general education (GCSE level)/NVQ Level 2 or equivalent level of practical experience.</li> </ul>	E
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>Reliability, good time keeping, honesty and the ability to manage their own time.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to follow written procedures.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work flexibly and prioritise; to quickly switch from one duty or area of responsibility to another (e.g. from cleaning to maintenance) as the need arises.</li> </ul>	E
	<ul style="list-style-type: none"> <li>The ability to work with minimal supervision and use their initiative, an eye for detail and a willingness to carry out non-routine tasks.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Flexibility to occasionally work different hours when required.</li> </ul>	D

## Terms and Conditions

<b>Location</b>	McDonald Institute for Archaeological Research, Downing Site, Cambridge CB2 3ER
<b>Working pattern</b>	7am – 3.20pm
<b>Hours of work</b>	Your normal hours of work are 36.5 hours per week Monday to Friday We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.
<b>Length of appointment</b>	Permanent

<b>Probation period</b>	3 months
<b>Annual leave</b>	Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro-rated based on days worked. Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service. This entitlement is pro rata in the holiday year of commencement of employment and in the year your employment terminates.
<b>Pension eligibility</b>	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a>
<b>Retirement age</b>	The University does not operate a retirement age for assistant staff.

## Screening Check Requirements

### Pre-employment checks

#### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

#### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

## Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 05 May 2024. If you have any questions about this vacancy or the application process, please contact Emma Jarman [opportunities@mcdonald.cam.ac.uk](mailto:opportunities@mcdonald.cam.ac.uk) or the HR team on [hr@hsp.cam.ac.uk](mailto:hr@hsp.cam.ac.uk)

Interviews will take place shortly after the closing date.

## General Information

### The University of Cambridge

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to**

**society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

## About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension.

The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

## The McDonald Institute for Archaeological Research

The McDonald Institute for Archaeological Research is part of the University of Cambridge's Department of Archaeology. Based on the Downing Site in Cambridge's historical city centre, the McDonald Institute serves as an interdisciplinary hub to further research by Cambridge archaeologists and their collaborators into all aspects of the human past. It does so by providing a shared intellectual home, offering Cambridge archaeologists a programme of seminars, workshops, conferences, publications and research grants. The building also provides laboratory space for a wide range of archaeological research which crosses continents, periods and approaches in its exploration of the diversity of the human past. The McDonald supports archaeological fieldwork, archaeological science, material culture studies, and archaeological theory in an interdisciplinary framework. It produces the [Cambridge Archaeological Journal](#) and publishes the [McDonald Institute Monographs](#).

## Working the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment. The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

### Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

[www.equality.admin.cam.ac.uk/](http://www.equality.admin.cam.ac.uk/)

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

## Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

### Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit [www.accommodation.cam.ac.uk/RelocationService/](http://www.accommodation.cam.ac.uk/RelocationService/). The Shared Equity Scheme and the Reimbursement of

Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

### **Accommodation Service**

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit [www.accommodation.cam.ac.uk/](http://www.accommodation.cam.ac.uk/)

## **What Cambridge can offer**

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

### **Pay and benefits**

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

### **CAMbens employee benefits**

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

### **Family-friendly policies**

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

[www.childcare.admin.cam.ac.uk/](http://www.childcare.admin.cam.ac.uk/)

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here:

[www.postdocacademy.cam.ac.uk/](http://www.postdocacademy.cam.ac.uk/)

### **Your wellbeing**



The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

### **Development opportunities**

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.

### **Information if you have a disability**

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <https://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.