

Housekeeping Assistant



Job Specification

www.smo.uhi.ac.uk



A charaid/A bhanacharaid

We are delighted that you have expressed an interest in the role of Housekeeping Assistant.

We have put information together in this pack to give you a flavour of what's going on at the College and what our work environment is like. The College has 115 staff members (some of whom are currently working remotely, due to Covid-19) and we have a strong track record of working as a team with strong relationships and a collaborative philosophy.

I hope you enjoy the following information and that you proceed with your application on to the next level. If you have any questions or need more information you can contact me at any time.

Le deagh dùrachdan

A handwritten signature in black ink that reads "Gillian Rothach". The script is cursive and fluid.

College Principal

01471 888 200

prionnsapal@smo.uhi.ac.uk

Sabhal Mòr Ostaig is a unique learning environment. The courses and the College both work through the medium of Gaelic - the only College of its kind in Scotland and indeed in the world. The College is based in Sleat in the Isle of Skye, an area renowned for its natural beauty.

The College was established in 1973 and since then has gained a worldwide reputation as a Centre for Gaelic Language and Culture. It is a specialist college, offering higher education, further education and research opportunities. Sabhal Mòr Ostaig recognizes the importance of a strong foundation for the language, culture and the arts and is involved in many projects to take this forward.

College's Aims

Sabhal Mòr Ostaig aims to be a centre of academic excellence at the heart of developments in the Gaelic language and culture by providing high quality education, training and research opportunities through the medium of Gaelic and by engaging together strategically. with others, business and the wider community to promote social, cultural and economic development. The College is an all-Gaelic educational institution and an all-Gaelic place of business, with the preservation, promotion and expansion of the Gaelic language as the main purpose of the College.

Sabhal Mòr Ostaig aims to be:

- A national and international centre of excellence for Gaelic
- A centre of excellence for education and research
- A centre of excellence for the Gaelic Media and Arts
- A leading centre for learning Gaelic
- A centre of excellence for Gaelic
- A leading Gaelic workplace
- A full partner in the delivery of the National Gaelic Plan

Courses and Students

Sabhal Mòr Ostaig is an innovative college and an academic partner in the University of the Highlands and Islands. It is home to excellent learning facilities, a dedicated, specialist library, on-campus accommodation and a childcare facility.

Our on-site students for 2020-21 are currently distance learning, due to Covid-19. We also have a further 300 distance learning students, the highest number to date, on courses such as An Cùrsa Inntigidh and An Cùrsa Adhartais. During the first lockdown, we moved our Short Courses online and 440 people received support, teaching and tuition in Gaelic and Gaelic music, song and culture during the summer months. Most are from Scotland and the United Kingdom but students have also come to us from the United States, European countries and Asia. At least twenty countries a year are usually represented at Sabhal Mòr Ostaig.

Graduates of Sabhal Mòr Ostaig have gone on to careers in Gaelic in a variety of roles in industry, applying their skills in language development. More than 1,000 graduates have come through the College's doors since the higher education courses began in 1985.

A Vibrant Environment

Sabhal Mòr Ostaig is a vibrant, forward-thinking learning institution, which aims to inspire confidence and prosperity in the Gaelic community. There are many projects and organizations based on the College site (see below), and many local events are also held here.

We have many buildings on site and we host groups and projects which emphasize the importance of participation in the Gaelic world and how the College also supports businesses in the area.



JOB TITLE	Housekeeping Assistant
DEPARTMENT	Hospitality Department
REPORTING TO	Head Housekeeper
MANAGING	n/a
SALARY SCALE	F1-03: £18,018 p.a. + pension (full time)
PLACE OF WORK	Sabhal Mòr Ostaig

Job Objective

To clean and maintain cleanliness of student and guest bedrooms, offices, classrooms, function rooms, public areas (corridors and toilet areas) as well as assisting in the set-up for meetings and conferences. To contribute to the Gaelic-speaking environment of the College through learning or improving Gaelic language skills.

Key Duties and Responsibilities

Cleaning and setting-up

- Cleaning and servicing student/guest bedrooms, offices, classrooms, function rooms, and public areas in line with College standards
- Requisitioning and controlling of cleaning materials for your own work area
- Wearing uniform and/ or personal protective equipment provided
- On occasions setting up meeting rooms and assisting with tea service and in preparing for functions within the college

Customer Care

- Ensuring that all customers are treated with courtesy at all times
- Handling all complaints, comments and compliments and reporting them to the relevant person

Training

- Having a commitment to Gaelic and attending in-house Gaelic classes and/ or short courses (incorporated into the working day Monday to Friday)
 - Gaelic classes may not apply to seasonal staff and staff on short-term contracts
- Attending training courses as required

College Policies

- Understanding and complying with the College's Policies e.g. Health and Safety
- Carrying out all duties in a safe manner having regard to the health, safety and wellbeing of self, guests, staff and students and other persons on Sabhal Mòr Ostaig's premises
- Ensuring the security of guests, students, staff and College premises

General

- Reporting for duty at the specified time
- Maintaining the highest level of personal and work cleanliness and hygiene.

Sabhal Mòr Ostaig is an Equal Opportunities employer

- Undertaking duties as allocated by the Head Housekeeper or Assistant
- Reporting any maintenance required, defects, damage, theft, breakages, lost/found property and hazard to the appropriate person.
- Undertaking any other reasonable task assigned by management

This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is Sabhal Mòr Ostaig's aim to reach agreement to reasonable changes, but where it is not possible to reach agreement Sabhal Mòr Ostaig reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

May 2022

Personal Specification

Essential Skills

- Ability to work on own initiative
- Ability to work in a team
- Good communication skills
- Ability to work to a dead line
- Ability to multi task
- Good customer care skills
- Willingness to learn/ improve your Gaelic

Desirable Skills

- Gaelic
- Previous housekeeping experience

Probation Period: 1 mìos **Notice Period:** 1 mhìos

Additional Information:

Weekly Hours

35 hours per week, working 5 days out of 7 including the weekend.

Additional hours may be available during the week, covering for annual or sick leave.

Annual Leave Entitlement (pro rata)

35 days including public holidays (of which 10 days are taken at the Christmas/New Year Vacation)

Salary Scale:

£18,018 per annum plus pension. Overtime is paid at time and a half.

Sabhal Mòr Ostaig is an Equal Opportunities employer

Wages are paid on the last working day of the month into a designated bank account.

In the interests of helping staff maintain a high-quality standard of service, identifying training needs and assisting personal development of all employees, all personnel are given an annual appraisal with their supervisor.

Sabhal Mòr Ostaig endeavours to support you fully in your attainment of the Gaelic language and you will be offered a range of learning opportunities.

Information about the College:

Sabhal Mòr Ostaig is a college of Further and Higher Education College. It comprises of teaching areas, offices and residential accommodation.

The college caters for up to 50 residential students (there are also students in self-catering accommodation) and approximately 60 staff on site. Various functions and events are catered for throughout the year including conferences, weddings and week-long short courses at Easter and in the Summer months. The college is also host to a number of high-profile guests.

Please note that Sabhal Mòr Ostaig is an Equal Opportunities Employer.

Appointments will be subject to successful Disclosure Scotland checks and references.

Applications:

Please fill out an application form (available on SMO's website or via email from obair@smo.uhi.ac.uk) and return your completed application to:

Human Resources
Sabhal Mòr Ostaig
Teangue
Isle of Skye
IV44 8QR
Or via email to: obair@smo.uhi.ac.uk

Closing date: Friday 27 May

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