



## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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Making an application:

**Please complete the short on-line application form, which includes some standard questions, and attach the following documents.** (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. Covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined.
- b. Curriculum vitae - giving full details of your qualifications and experience to date;

**NB. Please do not provide references or other non-requested documents.**

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

If you are invited to attend an interview, you will receive an email with details of the arrangements.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 29 July 2018

Interviews are planned for: To be confirmed

**Produced on behalf of Wivenhoe House Hotel Limited by:**  
**University of Essex Resourcing Team**  
Human Resources  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)

**Wivenhoe House Hotel Limited (WHH) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of WHH and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.**

**Data Protection: WHH shares recruitment data with the University of Essex who provide Human Resources services.**

Wivenhoe House Wivenhoe Park Colchester CO4 3SQ  
[www.wivenhoehouse.co.uk](http://www.wivenhoehouse.co.uk)



**Wivenhoe House Hotel Limited**

JOB DESCRIPTION – Job ref REQ01405

<b>Job Title and Grade:</b>	Painter Decorator Grade 4
<b>Contract:</b>	Permanent, Part-Time
<b>Hours:</b>	20 hours per week (to be worked flexibly including some weekends and bank holidays)
<b>Salary:</b>	£20,113 per annum (pro-rata)
<b>Department/Section:</b>	Wivenhoe House - Housekeeping
<b>Responsible to:</b>	Housekeeping Manager
<b>Purpose of job:</b>	To minimise disruption to the operation of the hotel by undertaking minor repairs, painting and decorating and other maintenance tasks.

**Duties of the Post:**

1. Expected to highlight areas of poor decoration to management for consideration.
2. To report major issues related to Long Term Maintenance.
3. To liaise with hotel colleagues regarding decoration issues in all areas.
4. To carry out repairs and painting within the hotel to an acceptable and safe standard.
5. To source and purchase materials and equipment as required.
6. To check all paint stocks and equipment on a regular basis and order replacements as required following the correct ordering system.
7. To ensure good housekeeping of tools and equipment.
8. To attend Hotel meetings as required.
9. To work effectively and efficiently with regard to all tasks.
10. The post may involve manual duties, bending, stretching and lifting.
11. To undertake any reasonable task as requested by the Hotel Manager or their nominee.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

July 2018

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PERSON SPECIFICATION – REQ01405

**JOB TITLE:** Painter Decorator

**Qualifications/Training**

	Essential	Desirable
▪	<input type="checkbox"/>	<input type="checkbox"/>
▪	<input type="checkbox"/>	<input type="checkbox"/>
▪	<input type="checkbox"/>	<input type="checkbox"/>
▪	<input type="checkbox"/>	<input type="checkbox"/>

**Experience/Knowledge**

	Essential	Desirable
▪ Previous maintenance experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Previous experience of painting and decorating	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in a customer-facing environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working within Building Regulations and Health & Safety and COSHH guidelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/Abilities**

	Essential	Desirable
▪ Self-motivated, well organised with ability to plan and monitor own workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Must be able to communicate effectively with colleagues and contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work effectively under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Must be able to work safely and tidily in customer areas of the hotel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to undertake the manual aspects of the post, some of which may require physical effort	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to provide excellent customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The Company has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

July 2018

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Wivenhoe House Hotel Limited is registered in England and Wales with registered number 07075571  
 and the registered office is Wivenhoe Park Colchester Essex CO4 3SQ VAT number 985 1699 59



## **Wivenhoe House Hotel Limited**

### ADDITIONAL INFORMATION

#### **Wivenhoe House Hotel**

Wivenhoe House is as a 4 star country house hotel and home of the Edge Hotel School. The hotel offers luxury suites and rooms, a 100 seater Brasserie, afternoon tea, and flexible spaces for meetings and events. As the home of the Edge Hotel School, this is a unique environment, where alongside learning the academic theory, hotel staff are future leaders of the hospitality industry, working and learning alongside you and other industry professionals.

The successful candidate will be employed by **Wivenhoe House Hotel Limited**, a wholly owned subsidiary of the University of Essex. The terms of employment for this role are specific to Wivenhoe House Hotel Limited.

You can find more information about the department at the following link:

<http://www.wivenhoehouse.co.uk/careers>

#### **Benefits**

- Competitive salaries
- Training and development
- Childcare facilities/vouchers
- Generous holiday allowance
- Discount of 50% on overnight stays and food and 20% on beverages
- Free overnight stay for two people including dinner for every year of service
- Dry cleaning service for staff uniform
- Monthly employee recognition programme

#### **General Information**

Informal enquiries may be made to Steph Wilson, Administration Coordinator (telephone: 01206 863666, e-mail: [swilson@wivenhoehouse.co.uk](mailto:swilson@wivenhoehouse.co.uk)). However, applications must be made online.

#### **The University of Essex – a profile**

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 9,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into three faculties – Humanities, Science and Health and Social Sciences. We employ more than 2,000 members of staff.

An internationally diverse campus university with a genuine longstanding commitment to internationalisation, today more than 130 countries are represented within the student body and 38% of our students are from overseas.

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