

Recruitment Pack

Housekeeper



A message from our Chief Executive

Hello and thank you for your interest in joining Team UKSA.

UKSA is a Best Companies maritime youth charity and world-renowned training centre of excellence. We inspire

and support children and young people to broaden their horizons through inspirational water-based adventures, education and training for careers at sea.

People are important to us, and we wouldn't be who we are and where we are without our amazing team of staff. At UKSA we are a community, and our people are our greatest asset. UKSA belongs to all of us, and we recognise and celebrate performance and welcome new ideas and thoughts.

We believe all young people have a need but there are those that require greater support. We know that many children and young people are missing out on life-changing opportunities because schools, local authorities and parents simply can't afford to pay for them. Our outdoor learning programmes on the water are the antithesis to this.

In conjunction, we know that a career at sea can provide a life of adventure for those who are inspired to follow this path. We support all students with an aspiration for a long-term career in maritime. Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want everyone to achieve their best and gain life-changing experiences, qualifications, and careers.

If we sound like the place you want to be, and you are ready to make a difference, we would love to talk to you.

Ben Willows

UKSA Chief Executive Officer



Safer recruitment policy:

UKSA practices safer recruitment. It is the policy of UKSA to safeguard children and young people taking part in UKSA activities and training from physical, sexual or emotional harm. Our approach also applies to vulnerable adults.

Due to the nature of the activities undertaken at UKSA you will also be required to undergo additional vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held about you under the current Data Protection legislation.

The role:

Housekeeper

Terms of employment

Salary	£12.21 per hour	Contract Type	Fixed term for 8 months
Closing date	28/02/2025	Reporting To	Senior Housekeeper
Interview	TBC	Working hours	20 hours per week
Annual Leave	25 days FTE pro rata	Notice period	4 weeks
DBS	Enhanced	Pension	Employee contribution of 5% Employer contribution of 3%

Job Description

Job Description and Person Specification	
Job Title:	Housekeeper
Reporting to:	Senior Housekeeper Head of Fleet and Facilities
People/Team Management:	None
Key Purpose: <ul style="list-style-type: none"> To provide clean, comfortable living and working conditions for all guests and staff To engage with residents and advise on acceptable standards To work safely and reliably at all times 	
Duties and responsibilities will include but are not limited to: <ul style="list-style-type: none"> Cleaning all areas of accommodation thoroughly <ul style="list-style-type: none"> <i>Toilets and showers are left in a clean and hygienic condition</i> <i>Corridors and walkways are clear and clean at all times</i> <i>Chemicals and tools are stored in correct conditions/areas</i> <i>All dirty linen is returned to the laundry</i> Carrying out regular room inspections Engaging with, and helping younger students with bed making etc. Ensuring that the 'room empty and ready list' is completed and handed in to reception Providing a high level of customer service to all guests and visitors 	
Health & Safety <ul style="list-style-type: none"> Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements 	
Individual Performance and Development <ul style="list-style-type: none"> Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA Understand your objectives and how these fit in with individual, team and business performance Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager 	
General <ul style="list-style-type: none"> Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures Make a commitment to deliver excellent customer service 	
<p>This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.</p>	

We are UKSA

Based in Cowes, the hub of UK yacht racing on the sunny Isle of Wight, we are lucky enough to have a beautiful 4.5 acre home right on the water's edge.

We welcome over 11,000 beneficiaries each year, providing adventures for children and young people and training professional career students to work within the growing global maritime sector each year. Our professional education, mentoring and training pathways create exciting long-term maritime career opportunities empowering our students to succeed for themselves, their communities and society.

Our impact

Over 8,000 children and their leaders from 130 schools and groups across the UK come to UKSA each year. Our water-based programmes are designed to increase children's life and leadership skills, build confidence and encourage teamwork with their peers. For many, UKSA is their first experience of the sea and being away from home.

Our world-class professional training and further education courses provide an alternative to university. We provide vocational training and qualifications for careers in the maritime industry. We are the world's largest RYA training centre and widely recognised for both our RYA and MCA training courses.

As a charity, we also provide a wide range of funded programmes to help transform the lives of those who need it most.



Watch
our work

@uksasailing



Person specification

Person Specification		
	Essential	Desirable
Knowledge:	<ul style="list-style-type: none"> ○ Thorough knowledge of all types of cleaning and sanitation methods and equipment 	
Qualifications:		
Experience:		<ul style="list-style-type: none"> ○ Experience of working in a similar environment preferred but not essential ○ Experience of working with commercial grade cleaning products
Skills:	<ul style="list-style-type: none"> ○ Ability to utilise own initiative as an individual and as part of a team ○ Ability to engage with and encourage residents to take responsibility for their accommodation ○ Motivated to complete tasks to timescales ensuring high standards are maintained ○ Reliable, honest and of smart appearance ○ Strong desire to deliver exceptional customer service 	

What we offer



Flexible working



Travel discounts



Group life insurance



Birthday day off



UKSA discount store



Pension



Protecting your health



Long service rewards



Cycle to work scheme



Celebrating success

Useful information

Where are we?

Our main site is located in Cowes on the Isle of Wight. We're easily accessible from the mainland, with a regular ferry service that takes just 25 minutes to cross the Solent from Southampton. Our campus is based along the River Medina and is a 15-minute walk from the ferry terminal, or a short taxi ride.

Address

UKSA, Arctic Road, Cowes, Isle of Wight, PO31 7PQ, UK



Safeguarding

UKSA practices safer recruitment. It is the policy of UKSA to safeguard children and young people taking part in UKSA activities and training from physical, sexual or emotional harm. Our approach also applies to vulnerable adults.

Right to work

UKSA take employment law requirements seriously and will therefore no longer accept passports or national identity cards from EU, EEA and Swiss citizens. Instead, citizens of those countries will need to prove to UKSA that they have been granted status under the EUSS or another immigration category before they can commence work. Checks on physical documents still need to be completed for UK and Irish nationals (who can use their passport as proof of right to work) and for individuals in the UK who do not hold a digital immigration status.

Data privacy

UKSA will adhere to the principles of the UK's implementation of the General Data Protection Regulation (GDPR) 2018. UKSA views privacy from the data subject's (your) perspective. Where we collect information, we are doing so in order to offer you better services, both on the website and in the rest of our operations. We will hold some of the information you give us in our Customer Relationship Management database and associated spreadsheets. We will ensure that these are secure and can only be accessed by authorised people.

Equal Opportunities

UKSA is an equal opportunities employer and welcomes diversity amongst its employees. We are committed to a comprehensive policy of equal opportunities in employment, in which individuals are selected and treated on the basis of their relevant merits and abilities, without regard to their race, religion, or belief, colour, sex, age, national origin, disability, pregnancy, or maternity status or sexual orientation and are given equal opportunities within the charity.

Apply now

Closing date: 28/02/2025

Interviews: TBC

Shortlisted applicants will be invited to

Attend an interview

What next?



Complete the application form
[Download here](#)

Email it to
recruitment@uksa.org

We will review your application
and be in touch with you soon

