

Custodian (with responsibility for bar and stockroom) Faculty of Music

Closing Date: Sunday 5 January 2025
Job Reference: GT44359



The Role

Salary:

£24,044-£26,642 plus 10% shift allowance

Contract:

Permanent

Location:

Central Cambridge

Faculty / Department:

Faculty of Music

Working pattern:

Full Time

Reporting to:

Concert Hall Manager

Faculty of Music and West Road Concert Hall

Based across two adjacent buildings on the Sidgwick site, the Music Faculty has approximately 200 undergraduates, 75 postgraduate students, 21 academic staff and postdoctoral researchers, 14 support staff and an annual budget of around £2M.

In addition to the usual teaching activity of a university building, at the heart of the Faculty is West Road Concert Hall, a 499-seat auditorium providing a hub for student music-making activity with regular concerts by Faculty ensembles and student-led groups.

Alongside and in support of this activity, the Concert Hall hosts a selection of income-generating activities including professional and community concerts and cultural events, recordings, conferences and educational events. There are approximately 250 events each year with most taking place in the evenings or at weekends. Further information is available at www.westroad.org.

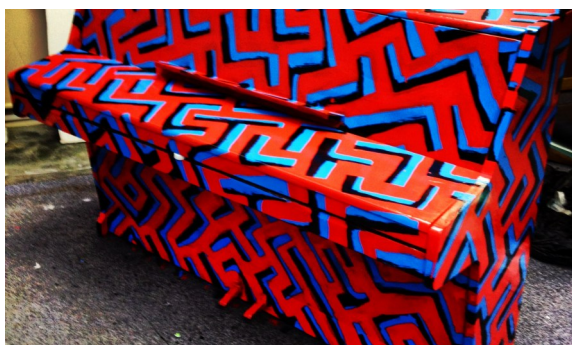
The Faculty of Music also hosts the Pendlebury Library housing an outstanding collection of specialist resources to support research and undergraduate and graduate teaching.

Purpose of the Role

A team of three Custodians keep the premises welcoming, clean, secure, tidy and in general good order. They set up rooms as specified by Faculty staff and, as the first point of contact, provide technical support and advice on all aspects of the facilities, act as the Faculty's representative at events out of office hours, and as an essential communication link between all users of the building and Faculty staff.

Each Custodian also has a specific area of expertise: one is responsible for the running of the Concert Hall bar and stockroom; one is responsible for technical equipment used by both faculty and external hirers; and one is responsible for maintenance and cleaning.

Each Custodian shares knowledge of their specialist area with the other two Custodians to provide some overlap of expertise to cover annual leave or other absence.



Custodian

Key Responsibilities

- Manages the operation of the Concert Hall bar and storeroom, including liaison with event organisers on requirements, stock management and placement of orders, and accurate record keeping and reporting of sales.
- Engages and trains sufficient bar staff to meet the needs of each session as determined by the Concert Hall Manager. Trains staff in relevant Licensing Laws and Health & Safety legislation. Collects and checks timesheets from bar staff before passing on to Concert Hall Manager for payment.
- Day-to-day management of bar, responsible for keeping kitchen and bar equipment clean and in good order, liaising where required with Concert Hall Manager to ensure Health & Safety legislation is complied with.
- Gives helpful advice by telephone, email, or in person about the facilities. Monitors the use of all room bookings as provided by Faculty staff using online software. Directs or escorts visitors to their destination, assists with open day tours for students and provides assistance with examinations each year.
- Keeps the premises clean and tidy at all times with particular attention paid to all public areas and toilets.
- Organises furniture, instruments and technical equipment as directed by Faculty staff. Checks that equipment is in working order and advises solutions to problems with Faculty staff. Gives instructions on use of equipment. Occasionally erects heavy risers and stage extension in concert hall and supervises users of the premises in the safe handling of all equipment. Required to work at height using appropriate secure procedures (e.g. overhead gantries).
- Oversees collection and return of pre-authorized musical instruments hires. Undertakes general errands as required. Receives and distributes post and deliveries. Provides written reports to Faculty staff.
- Designated First Aid responder
- Monitors and orders supplies (consumables) as required. Inspects and performs routine maintenance on the premises and equipment, reporting problems to the Faculty or the University's Estates Department as appropriate. Inspects all emergency lighting and carries out weekly test of fire alarm system.
- Responsible for security of the premises and equipment. Follows and implements procedures set by Faculty staff e.g. for Health & Safety, Safeguarding, Fire Safety etc. instructing all users of the premises in Fire Safety routines especially prior to public performances. Required to act as key holder for out-of-hours emergencies.



Person specification

	Essential	Desirable
Relevant experience		
Proven experience and dependability in the workplace where some solo working has been required	✓	
Experience of a premises-related job with responsibility for building security		✓
Experience of working as part of a team	✓	
Specialist knowledge & skills		
BIIAB Level 2 national Certificate for Personal Licence Holders (or willingness to train)	✓	
Experience of bar work		✓
Ability to use internet, email and work with Word and Excel documents	✓	
Good organisational skills		✓
Self-motivated and able to operate without close supervision	✓	
Knowledge of good health and safety practice		✓
Interpersonal & communication skills		
A friendly, customer-oriented, pro-active, 'can do' attitude	✓	
A disciplined approach to sharing information in a timely manner	✓	
Qualifications		
GCSE level of education or equivalent	✓	
Additional requirements		
Fit and mobile	✓	
Willingness to work anti-social hours including evenings and weekends	✓	

Behavioural Attributes

We also expect the role holder to be able to demonstrate a number of behavioural attributes (or competencies). Full definitions of all attributes for this role are at <https://www.ppd.admin.cam.ac.uk/files/bag3.pdf>; Please review the attributes as outlined below and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

	Level	Essential	Desirable
Communication:	D	✓	
Relationship Building:	D	✓	
Valuing Diversity	D	✓	
Achieving Results	D		✓

The Faculty of Music



Established in 1947, the Faculty of Music is a world-leading centre for teaching and research in Music at the University of Cambridge and is part of the School of Arts and Humanities. The Faculty is home to 21 academic and research staff, 20 affiliated lecturers and 14 support staff who work with around 200 undergraduates and 75 graduate students.

As a world-leading centre of research the Faculty includes specialists in medieval and renaissance music, early modern music, nineteenth-century music, opera, popular music, ethnomusicology, performance studies, composition, and scientific approaches to music.

The Faculty hosts the Cambridge Centre for Musical Performance Studies (CMPS) and the Centre for Music and Science (CMS). The Faculty's facilities include a fully professional concert hall, a music library, a purpose-built studio and music computing facilities, as well as an impressive collection of historical instruments and a Javanese gamelan.

Further information is available at: <http://www.mus.cam.ac.uk>.

The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Institute for Technology and Humanity

Combined, these institutions have a total annual budget in excess of £45million, 700 staff and 3,500 students. The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

The Strategic Vision of the School of Arts and Humanities is to retain its position in the world top five. We see this not as a simple metric but as a challenge for which we must foster a culture and practice of openness: to countries and traditions around the globe, to major themes, to new ways of teaching, to diversity in our student intake and staff recruitment, to inclusiveness in our career development, and to the breaking down of structures that prevent us achieving the ambitious goals we set ourselves.

Terms of appointment

Tenure and probation

Appointments will be made on a permanent basis. Appointments will be subject to satisfactory completion of a 3 month probationary period.

Hours of Work and Working Pattern

The role holder will be required to work a flexible shift system averaging out at 36.5 hours per week with the shift rota agreed on a one-month rolling basis and approved by the Concert Hall Manager.

The following page shows an illustrative shift pattern for information. For further information on working hours and shift patterns please contact Anthony Brice (contact details on final page)

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

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 rata'd based on days worked.

General information

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.

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 <http://www.admin.cam.ac.uk/>

[offices/hr/staff/disabled/](http://www.admin.cam.ac.uk/offices/hr/staff/disabled/)

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 School's HR Team on musichr@admin.cam.ac.uk who are responsible for recruitment to this position.

Music Custodians' Shift Systems

The table below provides an illustrative three week shift pattern for the in-term core hours usually required in order to maintain a secure and trained presence in the building for all its users. The three Custodians usually work together to agree a mutually agreeable rota on an ongoing basis'

Actual shift patterns will vary according to requirements, e.g. to allow for operational requirements, holidays and training.

For security purposes lunch or other breaks must be taken on site unless another responsible member of staff is present and prepared to deputise.

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Mon	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	7
Tue	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	7
Wed	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	7
Thu	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	7
Fri	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	7
Sat	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	13
Sun	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	13
Mon	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	7
Tue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	7
Wed	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	7
Thu	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	7
Fri	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	7
Sat	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	13
Sun	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	13
Mon	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	7
Tue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	7
Wed	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	7
Thu	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	7
Fri	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	7
Sat	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	13
Sun	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	13

Week 1: Red = 34, Blue = 34, Green = 28

Week 2: Red = 34, Blue = 28, Green = 34

Week 3: Red = 28, Blue = 34, Green = 34

Each person works 96 hours in total over three weeks (not including breaks)

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and



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.

“Through its outstanding education, research and innovation, the University of Cambridge has made - and continues to make - a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff, committed to supporting and enhancing the University's mission to contribute to society.”

Professor Deborah Prentice,
Vice Chancellor, 2023



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 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.

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: <http://www.equality.admin.cam.ac.uk/>

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now 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.



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 <https://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: <https://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.



What Cambridge can offer

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 26 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 are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

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.



How to Apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking "Apply online" in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to Anthony Brice, Concert Hall Manager at asb210@cam.ac.uk.

If you have any queries regarding the application process, please contact The School's HR Team at MusicHR@admin.cam.ac.uk.

The closing date for applications is midnight (GMT) on **Sunday 5 January 2025**. We expect to hold interviews on Monday 13 January 2025, subject to change.

