

# Housekeeping - 2025

Dobroyd Castle Activity Centre, Todmorden, West Yorkshire.

Housekeeping assistants are appointed to assist with the overall smooth running of the Dobroyd Castle activity centre, Todmorden.

## Typical Shifts

Typical shifts would be 8.00 am-2.30 pm Wednesday, 8.00 am-2.30 pm Friday and 8.00 am-3.00 pm Saturdays.

## Days worked

Working Wednesdays, Fridays and Saturdays generally in school term time, 36 weeks a year

This contract will involve working 36 Wednesdays throughout the year, generally in school term time, with 12 weeks off.

## Additional days off under annualised hours pay system

Robinwood works on an annualised hours system which means that staff get a regular amount of pay each month based on their average hours per week over the course of a year. All Robinwood staff get 6 weeks of paid holiday but, as a result of working higher hours during operational periods, we are able to offer significantly more than 6 weeks off in a year.

## Contracts working an average of 16 hours per week

Working an average of 16 hours a week, with 6 weeks paid holiday (ie. 46 working weeks) amounts to  $16 \times 46 = 736$  hours to be worked over the year.

The centres are closed for 12 weeks a year, so the 736 hours are divided by 40 (operational) weeks = 18.4. Therefore, actual working hours are around 18.4 each week.

Shift details would be agreed with the centre manager.

## Contracts working an average of 6 hours per week

Working an average of 6 hours a week, with 6 weeks paid holiday (ie. 46 working weeks) amounts to  $6 \times 46 = 276$  hours to be worked over the year.

The centres are closed for 12 weeks a year, so the 276 hours are divided by 40 (operational) weeks = 6.9. Therefore, actual working hours are around 6.9 each week.

Shift details would be agreed with the centre manager.

## Hourly pay rate and other benefits

Pay for Housekeeping at Dobroyd Castle is £12.50 as of January 2025.

All Robinwood staff who work through to the end of the financial/calendar year, receive a profit bonus based on the profit achieved.

Free food is also provided when working.

## Responsibilities held by Support Assistants

The responsibilities could include the following:

Assisting with cleaning around the activity centre, including teachers' bedrooms and communal areas.

Maintaining high standards of presentation throughout every aspect of the centre.

Actual shifts and duties carried out will be discussed and agreed with the centre manager prior to the job starting.

To fulfil the values of Robinwood as follows:

- We are enthusiastic and positive.
- Through supporting each other we achieve more as a team.
- We see through the eyes of our customers and provide excellence.