

# Looking for a Summer Job?

## Sanctuary Students needs you!

Sanctuary Students are looking to recruit enthusiastic and self-motivated Vacation Assistants to work at our accommodation sites in Glasgow. We use our accommodation over the summer period for conferences and summer schools.

Roles available are between 20 and 35 hours per week - A flexible approach is required as you will work 5 days over 7 including some weekend working, with positions starting at £12.71 per hour!

Contracts are 16 weeks between 01/06/2026 and 20/09/2026.

### **The role of Vacation Assistant will include –**

- Providing general administrative support to the management team
- Cleaning and maintenance tasks including end of tenancy deep cleaning and clearing of Student flats, cleaning communal areas and doing laundry room cleaning
- Helping the Site Management team to ensure the smooth running of accommodation
- Welcoming and greeting new arrivals and all visitors on site and giving directions and acting as the first point of contact for our customers
- Carrying out administration duties such as booking in residents, accommodation inventory checks, and cash handling
- Transporting linen/kitchen sets around site
- Issuing keys and passes to visitors and managing the signing in and out documents ensuring it is kept up to date and dealing with the key replacement process
- Handling queries and complaints via phone, email and at the front desk
- Schedule appointments in calendar and informing residents through email
- Administrative tasks including filing, printing, scanning and updating spread sheets and different systems
- Receiving and organising post and parcels which comes in

### **Desirable skills and experiences**

- Some experience of undertaking general hospitality, administration and customer service duties
- Experience in understanding and following simple verbal instructions
- Excellent customer care and communication skills
- Basic user of Microsoft Office including Word and Excel

## Our Glasgow Sites & Roles Available

### **Murano Street Student Village**

13 Caithness Street, G20 7SB

mssv@sanctuary.co.uk

0141 945 5976

- > 1x Office based: 35 hours
- > 6x Housekeepers: 3 x 20 hours & 3 x 25 hours

### **Kelvinhaugh Street Residences**

Cairncross House, 20 Kelvinhaugh Place, G3 8NH

khr@sanctuary.co.uk

0141 221 9334

- > 5x Office based: 35 hours
- > 10x Housekeepers: 20 hours
- > 1x Housekeeper Team Leader: 30 hours

### **Queen Margaret Residences**

Bellshaugh Court, G12 0PR

qmr@sanctuary.co.uk

0141 339 3273

- > 6x Mixed office and housekeeping: 35 hours

## **Interested? Have any questions on the role? Want to apply early?**

Get in touch with any of the above email addresses.

## **Come to our Open Days**

Bring along your CV and visit one of our open days to get to meet the staff from the sites, learn more about the role and apply!

Please note, you do not necessarily need to attend the open day for the site you are interested in nor do you need to attend multiple open days if you are wishing to apply for multiple sites – we will take your preference(s) into account at interview.

<b>Queen Margaret Residences</b>	Monday 13 <sup>th</sup> April 2026	08:00 until 14:00
<b>Kelvinhaugh Street Residences</b>	Wednesday 15 <sup>th</sup> April 2026	10:00 until 16:00
<b>Murano Street Student Village</b>	Friday 16 <sup>th</sup> April 2026	14:00 until 20:00