Further particulars for the post of
Department Administrator
Requirement

St John’s College wishes to appoint a Department Administrator on a permanent basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 postgraduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Department Aims: The Domestic Bursar’s aim is to provide cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenue generation in order to enable the College to fulfil its statutory and strategic aims.

Sub department Aims: Housekeeping – to prepare and clean College rooms and furnishings. To provide general cleaning support within the College in order to deliver efficient and effective housekeeping services to College members, their guests and conference delegates, by a well-motivated and trained team.

Principal Responsibilities and Duties

Job title: Housekeeping Department Administrator

Department: Housekeeping

Responsible to: Superintendent of Housekeeping

Job Purpose: To provide a cost effective and efficient administrative service to the Housekeeping Department. Working as part of a team in order to support the Outside Properties Administrator along with the aims of the department, and to manage the Department Payroll, Budgets and Accounts and Department Purchasing to include chemical stores and linen. Maintain personnel details for the Department, keeping accurate records that can be submitted to the Superintendent of Housekeeping for analysis and management of the Housekeeping email inbox.

Principal Responsibilities

In order to provide administrative support to the Outside Properties Administrator and the Housekeeping Department the post holder will:

1. Manage the Housekeeping inbox
2. Support and assist the Outside Property Administrator, with planning refurbishments and replacements of soft furnishings
3. Prepare and collate information for inclusion in property information folders
4. Prepare and print notices for outside properties
5. Be the initial point of contact for all queries/requests/complaints from both internal and external people and for making the initial response to resolve the matter or passing the matter on as appropriate.
6. Reception of all internal and external visitors (eg Student/Fellow/Contractors/Visitors)
7. Complete ad hoc administration tasks as required by the Outside Properties Administrator

The post holder will be responsible for ordering and maintaining stock levels for the following:

1. In conjunction with the Superintendent of Housekeeping, identify and obtain suppliers within authorised procedures and budgetary constraints
2. Manage and Place authorised orders for all department purchasing requirements, liaise with the Suppliers/contractors and monitor progress
3. Record the distribution of all purchased items for both term and vacation requirements, for the department
4. Check goods delivered against orders placed and maintain accurate records
5. Manage Stationery for the Housekeeping Office and Linen Rooms
6. Staff clocking in cards for members of the Department
7. Process invoices and input onto the Department’s accounting system
8. Collate and interpret monthly account printouts
9. Hold, and record the department credit card purchases

In order to ensure comprehensive record-keeping, the post holder will:

1. Maintain and update personnel records for the Department
2. Collate weekly departmental payroll for the Payroll Manager, and deal with enquiries from staff within the department that may arise

At End of Terms and vacation periods, the post holder will:

1. Ensure the Linen Rooms have the correct Kx conference references for bookings, for a smooth cleaning/changeover program.
2. Ensure that all conferences and Kx numbers are entered onto year planners and kept updated

In order to assist the preparation of the annual and 3 year projected departmental budgets, the post holder will:

1. Assist the Superintendent of Housekeeping and other department Managers/Administrators in the preparation of Departmental budgets
2. Assist the Outside Property Administrator with planning and executing property refurbishments, once budgets agreed. To keep track of spending, and advice when budget limits are being reached.
3. Collate, check and verify data for inclusion in the budget and maintain all related records, and notes
4. Compile a phased spending plan once budgets are agreed.
5. The list includes the principal accountabilities of the role but is not exhaustive
6. Other relevant duties may be specified by the Superintendent of Housekeeping from time to time

Resources Managed / Facts and Figures:

1. Department purchasing of £150k
2. Collation of payroll information for approximately 50 - 60 staff
3. Management of all personnel records for all Staff
Decision-making:

1. Prioritising daily workload to ensure deadlines are met and Housekeeping inbox is kept up to date
2. Providing information (written and verbal) in response to queries from inside and outside the Department.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Good level of general education
- Excellent secretarial/word processing /IT skills – fully conversant with Microsoft Word, with the ability to use/learn other packages such as Excel and bespoke databases or other in-house systems that may be introduced, including Kinetic Solutions Event and room management, and Timenet for payroll data entry.
- Accounts/budget management
- Previous relevant secretarial/administrative work experience, and dealing with people at all levels

Skills, Abilities and Competencies:

- The ability to communicate in an efficient manner is essential, as the post entails contact with Students/Fellows/visitors/work colleagues
- Ability to plan work to meet deadlines, with a flexible methodical, and organised approach
- Close attention to detail, with the ability to seek and resolve problems if they arise
- Self-motivated with a flexible attitude towards the varied tasks
- The ability to work on own initiative, with high level administrative skills
- To maintain effective working relationships with other College Department

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £26,610.44 - £28,867.38 p.a. (Depending on experience)
Hours of work: 36.25 hours per week
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
• Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
• Free car parking close to the College (subject to availability)
• Free use of an on-site Gym
• Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

• A completed application form;
• A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
• A full c.v.

Applications should be sent:

   by email to: recruitment@joh.cam.ac.uk
   or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

   to arrive no later than 9.00 am on 15 August 2022.

We reserve the right to close this vacancy early if we find a suitable candidate. Early applications are encouraged.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.