Part-time Bedmaker

Candidate information pack
January 2024
An overview of St John’s College, Cambridge

An inspiring place in which to work

For over 500 years, St John’s College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College’s global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John’s is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.
Housekeeping Department Organisation Chart

DOMESTIC BURSAR

SUPERINTENDENT OF HOUSEKEEPING*

College Residential Buildings Manager

Public Buildings Facilities Manager

Department Administrator

Outside Properties

Master's Lodge Housekeeper

Senior Linen Room Supervisor x3

Public Rooms Gyp x2

Gyp Supervisor

Evening & Weekend Cleaners x2

Chapel Cleaner

Deputy Linen Room Supervisor x3

Gyp x6

Bedmaker x32

*Denotes Head of Department
Job Description

Context

**College Aims:** The College’s statutory aims are the promotion 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, through a well-motivated and trained team.

**Job Purpose:** Clean bedrooms, offices, and public areas to the required standard as part of an efficient and effective housekeeping service for members of the College, their guests, and visitors.

Principal Responsibilities

To maintain bedrooms, offices, public areas to the required standard the postholder will:

1. **Student and non-residential fellows’ rooms:**
   - On a rota system, clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling and landfill bags, dust, and cobweb.

2. **Residential Fellows rooms:**
   - On a rota system, clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling and landfill bags, dust, and cobweb, weekly bed change, towels and tea-towels replenished.
3. **Group Hostels:**
   Daily clean kitchens and bathrooms, sinks, floors, (hoover/mop), empty bins, recycling and landfill, cobweb. Monthly jobs will be advised by the Supervisor.

4. **Conference/Guestrooms:**
   When occupied – daily clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, change bed linen/towels, replenish conference supplies, dust, and cobweb.

5. **Offices/Public Areas:**
   Clean on a rota system.

6. **To participate, at the end of terms, in deep cleaning, annual cleaning of Furnished Let properties, and periodic ‘Builders’ cleans.**

7. **To ensure the general maintenance and upkeep of own section of properties and rooms, the postholder will:**
   - Report any maintenance requirements to the Senior Linen Room Supervisor
   - Report to the Senior Linen Room Supervisor any security lapses, prolonged absence of occupants and damage to fixtures and fittings
   - Reporting of items left in rooms by occupants to the Senior Linen Room Supervisor

8. **The postholder will cover other work areas as directed by the Senior Linen Room Supervisor for sickness, holidays, and conference requirements.**

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Superintendent of Housekeeping from time to time.

**Resources Managed / Facts and Figures:**
- Responsible for a set number of rooms/Hostels and the room keys, whilst at work.

**Decision-making**
- What actions to take for the following:
  - Students having regular guests to stay for short periods.
  - Students absent from their rooms for longer than one day
  - Conference delegates unscheduled arriving/departing of rooms – what action to take.
### 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.

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<thead>
<tr>
<th>Qualifications, Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
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<td>• In-house training will also be given on the following:</td>
<td>• Previous cleaning experience would be an advantage</td>
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<tr>
<td></td>
<td>1. correct use of cleaning materials and equipment</td>
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<td></td>
<td>2. Fire training</td>
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<td></td>
<td>3. Health &amp; safety issues</td>
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<tr>
<th>Skills, Abilities and Competencies:</th>
<th>• The nature of the job will entail contact with Students/Fellows/visitors/work colleagues therefore, an ability to communicate is necessary.</th>
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<td>• Ability to work to deadlines, particularly during busy conference periods</td>
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Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be £21,505.78 p.a. (depending on experience) plus benefits pro rata
Hours of work: 25 hours per week
Location: The role is based St John’s College 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) pro rata for those not working a 5-day week

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 9.00am on Friday 1 March 2024. Interviews are expected to be held during the week commencing 4 March 2024.

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.