



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of
Gyp (House Porter)

April 2024



About the College

St. John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: www.joh.cam.ac.uk.

Background

St John's College, one of the largest Colleges within the University of Cambridge, is seeking to appoint a Gyp (House Porter) to join the College's Housekeeping Department to ensure public areas are cleaned to the required standard and that the transportation and distribution of stores/furniture/deliveries are executed in an efficient and effective manner to members of the College, their guests and visitors.

The Housekeeping Department

The primary aim of the Housekeeping department is 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.

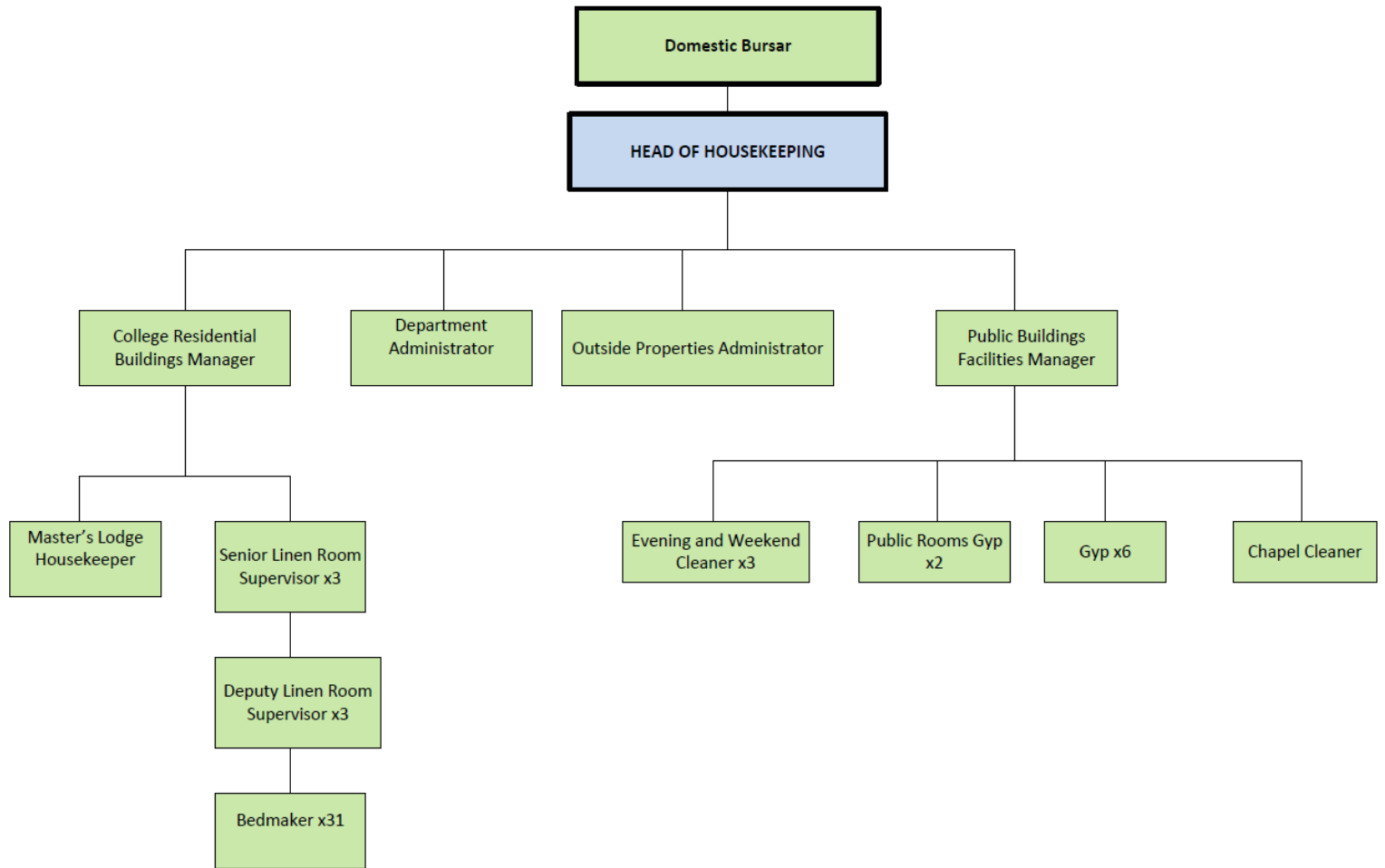
The Housekeeping department is comprised of the following:

The **Public Buildings** team is responsible for managing the upkeep of the Colleges Public Buildings, including small and large group teaching spaces, lecture theatres, meeting rooms, offices, café, bar and buttery dining room, guest accommodation and specialist areas such as the Chapel.

The **Residential Buildings** team is responsible for managing the College's residential buildings, which include Fellows Rooms, Student Rooms and the Master's Lodge.



Housekeeping Department Organisational Chart



Job Purpose

To ensure public areas are cleaned to the required standard.

The transportation and distribution of stores/furniture /deliveries in an efficient and effective manner to members of the College, their guests and visitors.

Principal Responsibilities

In order to maintain a high standard of cleanliness throughout College buildings, the postholder will:

- Daily, ensure public areas, walkways, stairs and public toilets are cleaned to the required standard.
- Participate in the daily collection of the rubbish from all Courts and areas, to the Bin Stores.
- To work as a team in the Masters Lodge for periodic high cleaning and vacuuming of curtains.
- Participate, at the end of Terms, in house 'Contract' cleans, high cobwebbing/ dusting and sweeping common areas.
- Provide cover for other work areas/weekends/ sickness, holidays/conferences as directed **by** the Supervisor/Public Buildings Facilities Manager.

- Carry out additional tasks from the weekly Gyp List

In order to assist with the distribution of furniture the postholder will:

- Ensure the College furniture stores are maintained in a tidy condition
- Assist in "team effort" to move Fellows items, boxes and furniture, during the coordinated Fellows' room moves.
- Work as a team, to set up and remove requested additional chairs and tables, for events in College.
- Operate the college van to transfer furniture/goods.

In order to ensure the general maintenance and upkeep of College/Hostel rooms, the postholder will:

- Report maintenance faults, breakages and damage to the Supervisor/Housekeeping Office
- Carry out minor furniture/maintenance repairs/replacements
- Operate the carpet cleaner and floor mopping machines as directed
- Liaise with the Supervisor with the distribution/collection of linen to/from the rooms
- Assist in the Linen Room with ad hoc tasks during the afternoons

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Public Buildings Facilities Manager/Supervisor/Residential Buildings Manager and Superintendent of Housekeeping

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.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • Driving license holder essential • Computer literate 	<ul style="list-style-type: none"> • Previous cleaning experience would be an advantage
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • The ability to communicate in an efficient manner is essential, as the post entails contact with Students/Fellows/visitors/work colleagues • Ability to work to deadlines, particularly during busy conference periods. • Demonstrate self motivation, and have a flexible approach to the varied tasks. 	

Terms & Conditions

Post:	Gyp (House Porter)
Length of post:	Permanent
Hours of work:	36.25 hours per week
Salary:	£11.44 per hour
Location:	The role is based at 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)

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

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of six months during which the position 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

The deadline to apply is **9.00am on Monday 6 May 2024**. **Early applications are encouraged as we reserve the right to close this vacancy early if we find a suitable candidate.**

Please include in your application:

- A fully completed application form

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

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.

**Housekeeping Department
St John's College
Cambridge CB2 1TP
United Kingdom**

Registered charity number 1137428



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

