



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of
Housekeeping Assistant (Late Afternoons and Weekends)

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

We are seeking to appoint a Housekeeping Assistant (late afternoons and weekends) to undertake cleaning duties in the Café, Bar and other public areas on the main College site. The successful candidate will ideally have previous experience in a similar role, although training will be given.

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.

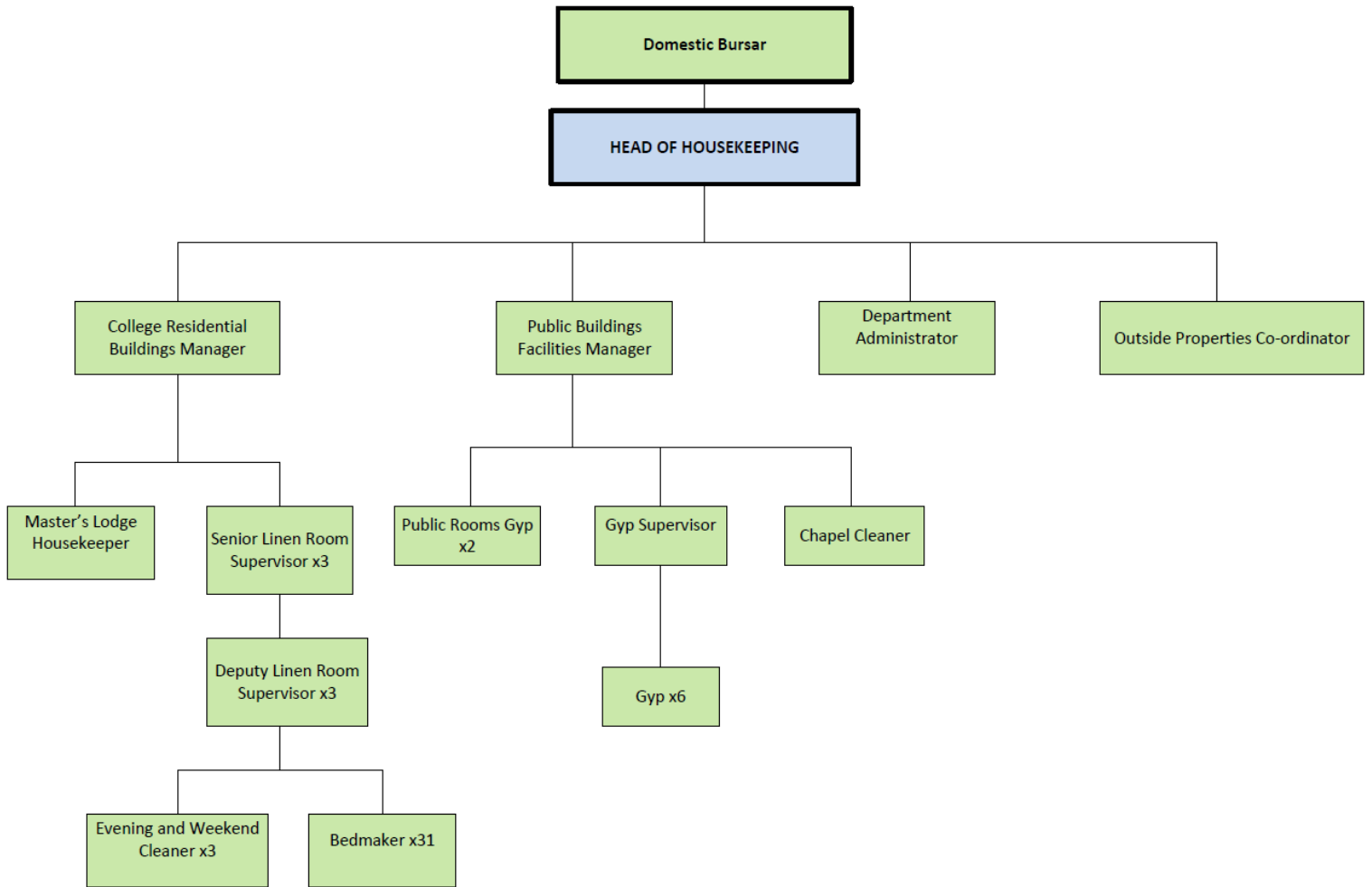
The Housekeeping department is comprised of the following:

The **Outside/Public Buildings** team who are responsible for managing the upkeep of the Colleges Public Buildings, including; The Old Divinity School, Fisher Building, Administration Offices, Chapel, Senior and Junior Guest Rooms, A28 Cripps and I3 New Court guest rooms.

The **Residential Buildings** team who are 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 clean public areas and private rooms to the required standard, as part of an efficient and effective housekeeping service, for members of the College, their guests and visitors.

The areas of responsibility will include catering areas: Café, Bar, BDR (Buttery Dining Room), meeting rooms as well as other public spaces and all associated Toilets/Bathrooms.

Principal Responsibilities

The post holder will be clean and maintain the areas below, to the high standards set by the Housekeeping Department.

(These duties will include: sweeping, vacuuming, moping and dusting):

- i) Ensure Café, Bar, BDR, toilets and walkways are cleaned to the required standard.
- ii) Ensure that the Meetings Rooms are cleaned and tidied

In order to ensure the general maintenance and upkeep of your areas of responsibility, the post holder will:

- i) Report any maintenance issues, if urgent immediately to the Porters Lodge, if non urgent via the Handover Book
- ii) Report any damage to fixtures and fittings via the Handover Book

The post holder will be required to cover other work areas as directed by the Senior Linen Room Supervisor to cover for sickness and holidays.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Senior Linen Room Supervisor or Public Buildings Facilities Manager from time to time.

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"> • In-house training will be given on the following: <ol style="list-style-type: none"> 1. Correct use of cleaning materials and equipment 2. Fire training 3. Health & safety issues 4. Manual Handling 5. Standards and procedure of cleaning 	<ul style="list-style-type: none"> • Previous cleaning experience would be an advantage.
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • The nature of the job will entail contact with Students/Fellows/visitors and work colleagues, therefore an ability to communicate is necessary. • Ability to work to deadlines, particularly during busy periods. • Demonstrate self-motivation, and have a flexible approach to the varied tasks. • The post holder must be very reliable and able to work in a small team without supervision, be responsible and have a can-do attitude. 	

Terms & Conditions

Post:	Housekeeping Assistant (late afternoons and weekends)
Length of post:	Permanent
Hours of work:	20 hours per week, 5 days out of 7
Salary:	The salary for the post will be £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) pro rata

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 Tuesday 30 April 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
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you

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
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