



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of
Evening & Weekend Cleaning Supervisor

March 2025



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.

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.

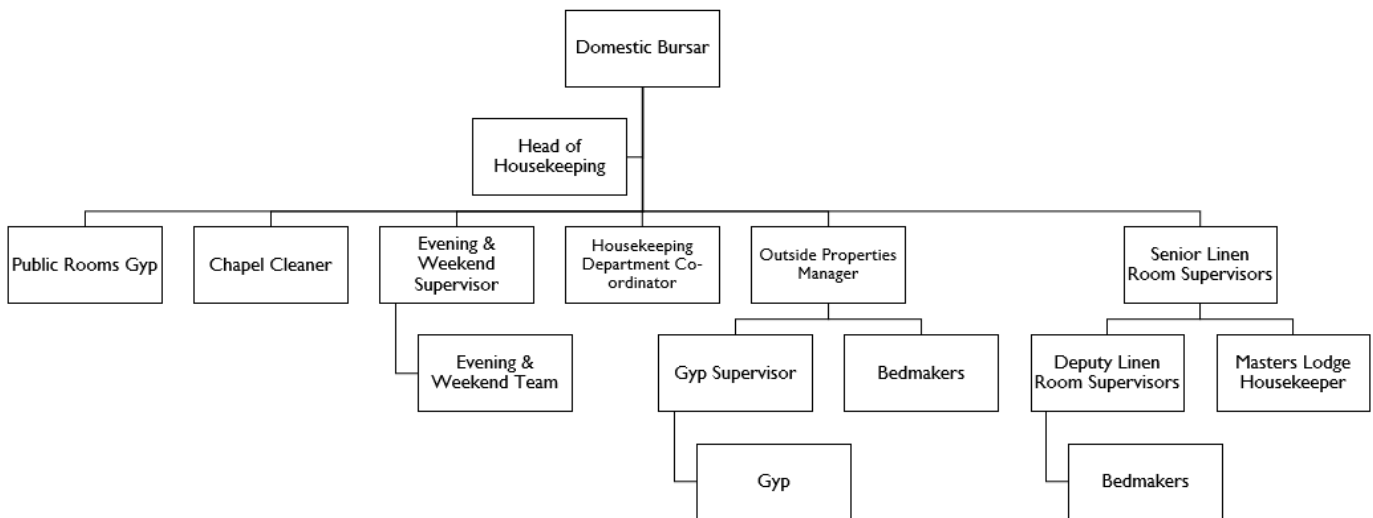
The Housekeeping department is comprised of the following:

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 work alongside, supervise, train and monitor the evening and weekend staff to ensure that offices and public areas meet the required standard. To deliver an efficient and effective housekeeping service, including College room set ups, for members of the College, their guests and visitors.

Principal Responsibilities

To Supervise the evening and weekend team, the postholder will:

- Work alongside The Evening & Weekend Team to ensure they are briefed and supplied with the correct equipment.
- Monitor the standards of cleaning, ensuring all areas are correctly presented by regular inspections.
- Provide weekend assistance to ensure College rooms (including guest rooms) are set up as required.
- Provide worksheets and cleaning rotas in liaison with the College Rooms Manager.
- In liaison with the College Rooms Manager, plan cover for absences/sickness/holidays/weekends.
- Alongside the College Rooms Manager, be a point of contact for queries and requests from the team, Students, Fellows, Staff and Guests of the College.
- To be familiar with and follow all the College's policies and procedures.
- Manage monthly stock takes and maximise use of chemical stock and paper products, record levels for reorder and ensure equipment is maintained.

To ensure the general maintenance and security of rooms, the postholder will:

- Report to the Duty Porter and Housekeeping Office any security lapses and damage to fixtures and

fittings and lost property.

- Report maintenance faults to Maintenance/Housekeeping Office.
- Be responsible for daily issue/return of keys and maintain records.

To ensure the required standards regarding Health and Safety are maintained, the postholder will:

- Be fully conversant with cleaning materials and their uses in line with current COSHH/Health & Safety regulations.
- Undertake team member inductions/training in the form of visual aids and the subsequent upkeep of these records, including all casual/seasonal staff alongside the College Rooms Manager.
- Complete accident/incident reporting forms as necessary, report to Duty Porter and College Properties Manager to action.

To ensure comprehensive record-keeping, the postholder will:

- Maintain staff records for holidays/training forms.
- Undertake basic IT tasks, including e-mail to communicate daily with colleagues.
- The list includes the principal accountabilities of the role but is not exhaustive.
- Other relevant duties may be specified by the College Properties 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"> • Previous supervision experience essential • Basic knowledge of IT essential and be willing to undertake any necessary training 	<p>In-house training will also be given on the following:</p> <ul style="list-style-type: none"> • correct use of cleaning materials and equipment • Health & safety issues • College's data-base accommodation booking system (Kx) • Fire training
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Weekend work is required, with flexible working also required Monday – Friday, shifts allocated in advance. • 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 periods. • The ability to demonstrate initiative, with organisational skills and self-motivation towards varied tasks. • The ability to maintain effective close working relationships with staff in other College Departments. • Efficient people management skills including the ability to delegate, direct and support. 	

Terms & Conditions

Post: Evening & Weekend Cleaning Supervisor

Length of post: Permanent

Hours of work: 36.25 hours a week, **Weekend work is required, with flexible working also required Monday – Friday, shifts allocated in advance.**

Salary: Between £23,612— £24,261 p.a. (Depending on experience)

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 Monday 28 April 2025**. 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
St John's College
Cambridge CB2 1TP
United Kingdom**

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