



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Deputy Linen Room Supervisor**

1 x fixed-term maternity cover (1 year)

Requirement

St John's College wishes to appoint a Deputy Linen Room Supervisor. This is a fixed-term position for one year to provide cover for a period of maternity leave.

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 post-graduate 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: Deputy Linen Room Supervisor

Department: Housekeeping

Responsible to: Senior Linen Room Supervisor

Job Purpose: To deputise for the Supervisor in their absence. To maintain 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 assist and deputise for the Supervisor the post holder will:

- Ensure Bedmakers are briefed and supplied with the correct equipment
- Plan cover for absences/sickness/holidays
- Monitor the Bedmaker's standard of cleaning

- Undertake basic IT tasks, including e-mail and limited use of the College's data-base accommodation system (Kx)
- Manage linen stock, record 'issue/returns', shortages and repairs
- Submit reports of security lapses, prolonged absence of occupants and damage to fixtures and fittings

The post holder will cover other work areas as directed by the Supervisor for sickness, holidays and conference requirements to include;

- Following the agreed schedule; in Student, non-residential & Residential Fellows rooms, Conference/Guestrooms, Offices/Public Areas;
- Clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling bags, dust, and cobweb, make up and change beds, replenish towels/tea towels, conference toiletries and hospitality items.
- To participate, at the end of Term exeat cleans, annual cleaning of Furnished Let properties and periodic 'Builders' cleans

In order to ensure the general maintenance and upkeep of own section of rooms, the post holder will:

- Report any maintenance requirements via the maintenance reporting system, Tabs.
- Report to the Supervisor any security lapses, prolonged absence of occupants and damage to fixtures and fittings
- Reporting of items left in rooms by occupants to the Supervisor
- 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:

- In the absence of the Supervisor, responsibility for a team of 8-15 Bedmakers and 100 -180 College rooms and approx. 15 College Hostels
- Responsible for all section and master keys whilst at work.

Decision-making:

What actions to take for the following:

- Students having regular guests to stay for short periods
- Student absent from their rooms for longer than one day
- Conference delegates unscheduled arriving/departing of rooms – what action to take

When deputising:

- Prioritising daily workloads in Term by co-ordinating staffing requirements with Senior Linen Room Supervisors and Deputies
- During conference periods, prioritising tasks to meet the daily deadlines re arrival/departure of conferences
- Determine the number of staff required at weekends to provide the required service levels

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:

- Previous cleaning experience would be an advantage
- Supervisory experience and basic knowledge of IT essential – training will be given
- In-house training will also be given on the following:
 - Correct use of cleaning materials and equipment
 - Fire training
 - Health and safety issues

Skills, Abilities and Competencies:

- The nature of the job will entail contact with Students/Fellows/visitors/work colleagues therefore an ability to communicate is necessary.
- Ability to work to deadlines, particularly during busy conference periods.

Terms and Conditions

Length of post:	fixed-term, one year – maternity cover
Salary:	The salary for the post will be between £22,096.82 – £22,703.96 p.a. (depending on experience) plus benefits
Hours of work:	36.25 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 Friday 16 June 2023**. Interviews will be flexible depending on suitable applicants.

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.