Further particulars for the post of
Gyp (House Porter) Supervisor
Requirement

St John’s College wishes to appoint a Gyp Supervisor on a permanent basis.

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: Gyp Supervisor

Department: Housekeeping

Responsible to: Public Buildings Facilities Manager

Job Purpose: To assist, supervise and monitor the Gyp Team in order to ensure public areas are cleaned to the required standard and daily tasks are completed in an efficient and effective manner to members of the College, their guests and visitors. To also assist and supervise Fellows’ room moves.

Principal Responsibilities

a) In order to Supervise a team of Gyps, the postholder will:
   - Ensure staff are briefed and supplied with the correct equipment.
   - In liaison with the Public Buildings Facilities Manager, provide daily worksheets and cover at weekends/sickness/holiday/conferences.
   - Monitor Gyp’s standard of cleaning.
   - Participate and supervise Gyps at the end of Terms, in house ‘Contract’ cleans.
   - Direct and assist the Gyps with the Fellows’ room moves.
b) In order to ensure the general maintenance, security and upkeep of rooms, the postholder will:
- Report maintenance faults, breakages and damage to the Public Buildings Facilities Manager.
- Carry out minor furniture/maintenance repairs/replacements.
- Operate the carpet cleaner and floor mopping machines as directed.

c) In order to maintain an efficient furniture store, the postholder will support the Public Buildings Facilities Manager to:
- Maintain an accurate record of furniture, fixtures and fittings and their subsequent movements within College and outside properties.
- Notify changes to room inventories as and when furniture is delivered/removed from rooms.
- In liaison with the Outside Properties Administrator, organise the use of the College vans to transfer furniture, stores from/to areas of College/Outside Properties.

d) In order to ensure the required standards with regard to 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.
- Attend regular training updates.
- Supervise Gyps relevant training in order to undertake their cleaning tasks.
- Ensure all relevant safety procedures are followed when operating machinery.

e) In order to ensure comprehensive record-keeping, the postholder will:
- From time to time the postholder will be required to undertake basic IT tasks, including e-mailing in order to communicate daily with colleagues/Students/Fellows.
- Maintain records in relation to use of the College van.
- 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 from time to time.

Resources Managed / Facts and Figures:
- Responsible for the day to day supervision of a team of 7 Gyps.
- To take responsibility for keys issued to Gyps during working hours.

Decision-making:
- Prioritise the daily Gyp workloads in liaison with the Public Buildings Facilities Manager.
- In vacation periods, identify the number of Gyps required at weekends to provide the required support to the bedmaking team.

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 supervision experience essential.
- Basic knowledge of IT essential and be willing to undertake any necessary training.
- In-house training will also be given on the following:
  - Correct use of cleaning materials and equipment
Skills, Abilities and Competencies:

- 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 with ‘can do’ attitude and initiative, as the post operates with limited supervision.
- A flexible approach to work and the ability to prioritise workloads.
- To maintain effective close working relationships with other College Departments.

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £20,288.47 – £20,846.06 p.a. (depending on experience) plus benefits
Hours of work: 36.25 per week (overtime weekend work also available)
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 9.00am on Monday 21 November 2022. Interviews are expected to be held on Thursday 24 November 2022.

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.