



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Chapel Cleaner
16 hours per week**

Requirement

St John's College is looking to appoint a Chapel Cleaner to join the College's Housekeeping Department. The post is responsible for cleaning the Chapel and Song School.

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 very diverse 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 promotion of education, religion, learning and research.

Department Aims: to prepare and clean College rooms, public areas 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 visitors, by a well- motivated and trained team.

Principal Responsibilities and Duties

Job title: Chapel Cleaner

Department: Housekeeping

Responsible to: Deputy Superintendent of Housekeeping. The Chapel Clerk will oversee day-to-day activity.

Job Purpose: To ensure the Chapel and Song School are cleaned and maintained to the required standard for members of the College and visitors

Principal Responsibilities

a) **In order to maintain the Chapel/Song School/Chapel Clerks office to the required standard the postholder will:**

i. **Daily** - as directed by the Chapel Clerk

- Dust/polish all woodwork
 - Remove rubbish
 - Clean toilets
 - Vacuum, including the stalls and kneelers
 - Replenish/clean candle stand in Ante-Chapel
- Report to the Chapel Clerk any security lapses, and damage to fixtures and fittings

ii. **Weekly:**

- Polish memorial plaques, altar rails and lectern
- Dust memorials in Ante-Chapel, organ loft, stairs, door ledges
- Sweep and wash steps outside Chapel and Vestry entrance
- Vacuum Song School
- Clean mirrors, piano keys

iii. **Monthly:**

- Polish altar candlesticks
- Vacuum tomb effigy, and high level windowsills
- Dust Chapel Screen
- Clean Ante-Chapel floor (winter time may be needed weekly)
- Maintenance of the Chapel floor

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

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 in a Church or Chapel environment would be an advantage
- Experience of using specialist floor cleaning equipment desirable – training would be provided if necessary
- In-house training will also be given on the following:
 - correct use of cleaning materials and equipment
 - Fire training
 - Health & safety issues

Skills, Abilities and Competencies:

- Attention to detail
- Demonstrate self-motivation and initiative as the post operates with limited supervision
- A flexible attitude and the ability to prioritise daily workload
- Good personal hygiene and smart appearance

Terms and Conditions

Length of post: Permanent

Salary: £15,578.45 – £16,007.67 p.a. pro rata (depending on experience). This equates to £6,876 – £7,065 p.a. for the contracted 16 hours per week.

Hours of work: 16 hours per week
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory 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.

The person appointed to the post will be required to work alongside the Choristers and Probationers of St John's College Choir. Applicants must be willing to undergo child protection screening appropriate to the post, including enhanced checks with past employers and the Disclosure & Barring Service (DBS).

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 Monday 16 April 2018.**

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.