



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Chapel Cleaner**

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 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 oversees the support services of the College (Housekeeping, Accommodation, Catering, Gardens, Playing Fields, Boat Club, Maintenance and Porters) ensuring that these departments provide a cost effective and efficient service, with well-motivated and trained staff, and appropriate revenue generation in order to enable the College to fulfil its statutory aims.

Housekeeping Department Aims: 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 accommodated visitors, by a well-motivated and trained team.

Principal Responsibilities and Duties

Job title: Chapel Cleaner

Department: Housekeeping

Responsible to: Deputy Superintendent of Housekeeping

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

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

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

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

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

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.

Person Specification

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
- High level cleaning required with use of a step ladder –training will be provided
- In-house training will also be given on the following:
 - Correct use of cleaning materials and equipment
 - Fire training
 - Manual handling
 - Health & safety issues

Skills, Abilities and Competencies:

- Attention to detail
- Demonstrate self-motivation and initiative as the post operates with limited supervision
- To maintenance a close working relationship with colleagues

Terms and Conditions

Length of post: Permanent
Salary: £7,626.63 per annum plus benefits
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 and dependent on working hours)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover
- 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

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 **12 noon** on **Monday 9 December 2019**. Interviews are expected to take place during the following week.

The person appointed to the post will be required to work alongside the Choristers and Probationers of St John's Choir so will be required to complete an Enhanced Disclosure and Barring Service check.

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.