



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Bedmaker**

25 hours per week

Maternity cover

Requirement

St John's College is looking to appoint a member of Bedmaking staff to undertake cleaning duties in rooms and public areas both on the main College site and in outside properties. This is a maternity cover contract offered for a period of twelve months.

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: Bedmaker

Department: Housekeeping

Responsible to: Senior Linen Room Supervisor

Job Purpose: To clean and 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

- a) In order to clean and maintain bedrooms, offices, public areas to the required standard the postholder will:
 - i. Student and non-residential Fellows' rooms:

- Weekly clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling bags, dust, and cobweb.
- ii. **Residential Fellows rooms:**
 - Daily clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling bags, dust, and cobweb, weekly bed change, towels, tea-towels replenished and washing up.
 - iii. **Conference/Guestrooms:**
 - When occupied: Daily clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, change bed linen/towels, replenish conference supplies, dust and cobweb.
 - iv. **Offices/Public Areas:**
 - Daily – as per Student/Non-residential Fellows
 - v. To participate in annual cleaning of Furnished Let properties and periodic 'Builders' cleans
- b) In order to ensure the general maintenance and upkeep of own section of rooms, the postholder will:**
- i. Report any maintenance requirements to the Supervisor or via the Hostel report book
 - ii. Report to the Supervisor any security lapses, prolonged absence of occupants and damage to fixtures and fittings
 - iii. Report items left in rooms by occupants to the Supervisor
- c) The postholder will cover other work areas as directed by the Supervisor for sickness, holidays and conference requirements**

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 would be an advantage but training will 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:

- The nature of the job will entail contact with Students/Fellows/visitors/work colleagues therefore an ability to communicate is necessary
- Attention to detail and the ability to work to deadlines, particularly during busy conference periods
- Self-motivation and a flexible attitude
- Good personal hygiene and smart appearance

Terms and Conditions

Length of post:	12-month fixed-term post for maternity cover
Salary:	The salary for the post will be between £11,260.57 - £11,569.53 p.a. (depending on experience) for 25 hours per week.
Hours of work:	25 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)
- 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 **Monday 28 January 2019**. Interviews are expected to take place week commencing **4 February 2019**.

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.