ST JOHN’S COLLEGE
CAMBRIDGE

Further particulars for the position of
Library Cleaner (part-time)

12 months, fixed term
**Requirement**

St John’s College is looking to appoint a part-time Library Cleaner to assist in maintaining the cleanliness of the College Library.

**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.

**College Aims:** the College’s statutory aims are the promotion of education, religion, learning and research.

**Department Aims:** to provide a modern, efficient and welcoming Library service for all members of the College, and for all others with valid reasons to make use of the College’s library and archival collections and facilities, so enabling the College to fulfill its statutory and strategic aims.

Further information on the College can be found on the College website www.joh.cam.ac.uk

**Principal Responsibilities and Duties**

**Job title:** Library Cleaner

**Department:** Library

**Responsible to:** The Librarian

**Job Purpose:**
The purpose of this post is to ensure that the interior of the Library and its shelved collections are maintained in a clean, safe and visually attractive condition. There are two cleaning posts in the Library. In maintaining the Library's high standards of cleanliness, the Library Cleaners will work as a team, reporting any problems to the Librarian, the Academic Services Librarian, or to another senior member of the Library staff.

**Principal Accountabilities (Responsibilities):**

a) In order to ensure that the Library is maintained in a clean, safe, and visually attractive condition, Library Cleaners

i. share responsibility for cleaning all parts of the Library and the Archive Centre, and for continuing a rolling programme of book cleaning in the Working Library. Responsibilities include daily tasks such as hoovering, dusting and polishing, bin emptying and toilet cleaning in the new Library building, and longer-term tasks for the most part carried out in vacations, such as cleaning the tops of shelves and light fittings. Under Covid conditions, to maintain the safety of library users, all desks used by students must be cleaned daily between study sessions, and common touch points must be disinfected regularly throughout the day. The Old Library and the Archives Centre are normally cleaned once a week.
ii. work with the Librarian to maintain and periodically update a written cleaning schedule for the Library.

b) In order to meet the Library’s departmental and strategic aims, the Library Cleaners will undertake such other reasonable and appropriate duties as the Librarian shall from time to time require.

Person specification

Qualifications, Knowledge and Experience:

- Previous cleaning experience is essential and preferably of a professional level
- A good level of general education and communication is desirable

Skills, Abilities and Competencies:

- The post involves some lifting and bending as well as standard cleaning procedures
- The post will appeal to a person who appreciates the importance of maintaining beautiful historical and modern buildings and who likes books
- The nature of the job will entail contact with Library users (students, Fellows and academic visitors) as well as work colleagues, therefore an ability to communicate is necessary
- The post holder must be able to work on his/her own and as part of a team
- Self-motivation is important together with an ability to work to deadlines
- A flexible approach is important, as in a building open to users throughout the day and night there are likely to be times when a cleaning schedule will be interrupted, particularly in the examination term

Terms and Conditions

Hours of work: The hours for the post will be 20 hours per week to be worked 8am-12 noon, Monday-Friday during Full Term, (during vacation hours are 8am-12 noon and 9am-1pm/9.30am-1.30pm alternate weeks).

Salary: The starting salary for the post will be between £18,471.85 - £18,979.89 per annum pro rata. This equates to £10,191.36 - £10,471.66 for the contracted 20 hours per week.

Length of contract: Fixed term, 12 months

- 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 would be 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; and
- a brief CV.

Applications should be sent:

- by email to: recruitment@joh.cam.ac.uk; or
- by post to: HR Department, The Bursary, St John’s College, Cambridge, CB2 1TP

to arrive no later than 1pm on **Friday 13 November**

Interviews are expected to be on **Tuesday 24 November**

We will contact you if you are selected to attend an interview. For those not selected may we take this opportunity to thank you for your interest in this post.