



**ST JOHN'S COLLEGE  
CAMBRIDGE**

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**Further particulars for the post of  
Bedmaker (Cleaner)**

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## Requirement

St John's College wishes to appoint two Bedmakers 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](http://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:** Bedmaker

**Department:** Housekeeping

**Post Responsible To:** Senior Linen Room Supervisor

**Job Purpose:** Clean 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

In order to maintain bedrooms, offices, public areas to the required standard the postholder will:

### Student and non-residential fellows' rooms:

- Weekly clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling and landfill bags, dust, and cobweb.

### Residential Fellows rooms:

- Daily clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling and landfill bags, dust, and cobweb, weekly bed change, towels and tea-towels replenished.

**Group Hostels:**

- Daily clean kitchens and bathrooms, sinks, floors, (hoover/mop), empty bins, recycling and landfill, cobweb. Monthly jobs will be advised by the Supervisor.

**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.

**Offices/Public Areas:**

Daily – as per Student/Non-residential Fellows

To participate, at the end of Terms, in 'Contract' cleans, annual cleaning of Furnished Let properties and periodic 'Builders' cleans

In order to ensure the general maintenance and upkeep of own section of properties and rooms, the postholder will:

- Report any maintenance requirements to the Senior Linen Room Supervisor
- Report to the Senior Linen Room Supervisor any security lapses, prolonged absence of occupants and damage to fixtures and fittings
- Reporting of items left in rooms by occupants to the Senior Linen Room Supervisor

The postholder will cover other work areas as directed by the Senior Linen Room 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

Responsible for a set number of rooms/Hostels and the room keys, whilst at work.

What actions to take for the following:

- Students having regular guests to stay for short periods
- Student absent from their rooms for longer than one day
- Conference delegates unscheduled arriving/departing of rooms – what action to take

**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 would be an advantage
- 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.
- Ability to work to deadlines, particularly during busy conference periods

## Terms and Conditions

Length of post:	Permanent
Salary:	Between £19,216.26 – £19,744.78 p.a. (depending on experience) plus benefits pro rata
Hours of work:	Various posts available – x1 25hrs and x1 20hrs.
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) pro rata for those not working a 5-day week

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](mailto: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 24 October 2022**. Interviews will be flexible depending on suitable applicants. Please specify in your application which role you wish to apply for (e.g. 25hrs or 20hrs).

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.