



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Bedmaker (Maternity Cover)**

Requirement

St John's College wishes to appoint a Bedmaker (Maternity Cover) on a fixed term 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.

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.

Principal Responsibilities and Duties

Job title: Bedmaker (Maternity Cover)

Department: Housekeeping

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 following actions will be required:

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 post holder 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 post holder 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

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 and health & safety issues

Skills, Abilities and Competencies:

- The nature of the job will entail contact with students, Fellows, visitors and work colleagues; therefore an ability to communicate is essential.
- Ability to work to deadlines, particularly during busy conference periods

Terms and Conditions

Length of post:	Fixed Term, 9 months
Salary:	The salary for the post will be between £18,656.57 - £19,169.69 p.a. (depending on experience)
Hours of work:	36.25 per week
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)

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

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Thursday 24 March 2022**. Interviews are expected to take place week commencing **28 March 2022**.

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.