Further particulars for the post of
Properties Administrator – Hostels
(maternity cover)
**Requirement**

St John’s College wishes to appoint a Properties Administrator - Hostel on a fixed term basis of 12 months to provide maternity cover for the current post holder.

**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:** To provide a cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenues generation in order to enable the College to fulfil its statutory and strategic aims.

**Principal Responsibilities and Duties**

**Job title:** Properties Administrator - Hostels

**Department:** Housekeeping

**Responsible to:** Superintendent of Housekeeping

**Job Purpose:** To manage College-owned Hostels, ensuring the rooms in them are maintained and furnished to the required standard in readiness for occupation.

**Principal Responsibilities**

**Background**

In addition to the accommodation on the main College site, the College has some 60 properties in roads adjacent to the College comprising some 370 rooms. These properties are used to accommodate graduate and undergraduate students and also to provide study rooms for some of the academic staff.
In order to ensure the Hostel properties are managed and maintained to the required standard, the post holder will:

- Visit all properties once per term ensuring a good standard of accommodation is being maintained
- In conjunction with the Superintendent of Housekeeping/Accommodation and Bookings Manager and Superintendent of Buildings prepare, plan and maintain a rolling refurbishment program
- Liaise with the Senior Linen Room Supervisors to ensure all hostels are cleaned at the appropriate time, for incoming students
- Authorise work by outside contractors, ensuring they adhere to the relevant COSHH regulations and safety standards.

In order to prepare management account information, the post holder will:

- Plan and budget for property refurbishment in liaison with the Superintendent of Housekeeping
- Monitor Hostels expenditure to ensure effective cost control within the authorised budget
- Liaise with the Superintendent of Housekeeping to prepare departmental management accounts, ensuring deadlines are met.

In order to ensure comprehensive record-keeping for Hostel properties, the post holder will:

- Liaise with the Accommodation and Booking Department to maintain accommodation occupancy records, in order to provide accurate information for members of the department

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:**

- High level of general education to A level or equivalent
- Previous relevant experience in a supervisory/administrative post, preferably in a similar environment
- Typing/word processing and IT skills essential, including competency in the use of Microsoft Word, Excel and other in-house systems that may be introduced
- Conversant with current Health & safety regulations

**Skills, Abilities and Competencies:**

- Good written and verbal skills are essential as the postholder is required to provide information in response to queries from inside and outside the College
- The ability to communicate in a friendly and efficient manner. Paying attention to confidentiality at all times is essential, as the post entails contact with Students/Fellows/visitors/work colleagues
- To offer the highest standards of customer service, to be approachable, friendly, helpful and welcoming at all times
• Proven organisational skills and the ability to maintain accurate records
• The ability to work on own initiative and to demonstrate self-motivation
• A flexible approach to work and the ability to prioritise workloads to meet deadlines is essential
• The ability to maintain effective working relationships with other College Departments

Terms and Conditions

Length of post: Fixed term – 12 months
Salary: The salary for the post will be between £25,579.58 - £27,749.09 p.a. (depending on experience)
Hours of work: 36.25 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)
• 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 Monday 19 October 2020. Interviews are expected to take place on Tuesday 27 October 2020.

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.