



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Cleaner (Evening and Weekend) x4**

Requirement

St John's College wishes to appoint four Cleaners (Evening and Weekend), each on a fixed term basis of one year.

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 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: Cleaner (Evening and Weekend) – known as a Bedmaker

Department: Housekeeping

Responsible to: Senior Linen Room Supervisor

Job Purpose: To clean public areas to the required standard, as part of an efficient and effective housekeeping service, for members of the College, their guests and visitors. The areas of responsibility will include Porters Lodges, Fellows Rooms, Meeting Rooms, Library, Chapel and all associated Toilet/Bathrooms.

Principal Responsibilities

I. In order to maintain public areas to the required high standard of cleanliness throughout the College, the post holder will:

a) Public Areas, Public Rooms, Library, Chapel and Toilets

- i. Ensure public areas and rooms, toilets and walkways are cleaned to the required standard.
- ii. Ensure that the Public Rooms are set up for meeting requirements, cleaned and tidied.
- iii. Ensure all sanitising products are topped up.

b) Fellows Teaching Rooms

- i. Always knock before entering

ii. Work swiftly and methodically

II. In order to ensure the general maintenance and upkeep of your areas of responsibility, the post holder will:

- i. Report any maintenance issues, if urgent immediately to the Porters Lodge, if non urgent via the Handover Book
- ii. Report any damage to fixtures and fittings via the Handover Book

III. The post holder will be required to cover other work areas as directed by the Senior Linen Room Supervisor to cover for sickness and holidays.

The list includes the principal accountabilities of the role but is not exhaustive.

Other relevant duties may be specified by the Senior Linen Room Supervisor or 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
 - Manual Handling
 - Standards and procedure of cleaning

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 necessary.
- Ability to work to deadlines, particularly during busy periods.
- Demonstrate self-motivation, and have a flexible approach to the varied tasks.
- The candidate must be very reliable and able to work in a small team without supervision.
- The candidate must be responsible and have a can-do attitude.

Terms and Conditions

Number of roles:	4 roles available
Length of post:	1 year fixed term contract
Salary:	The salary for the post will be £11,207.63 p.a. for 22 hours per week
Hours of work:	The hours available are 44 hours per two weeks, which will average to 22 hours per week. Evening shifts are between 5pm and 9pm Monday to Sunday and weekend day shifts are from 8.30am until 5pm across a two-week rota, the successful candidates will work 9 shifts equalling 44 hours. The requirement will be work every weekend either on a day shift or an evening shift and the other 5 shifts will be evening shifts worked Monday to Friday.
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) (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 and for shifts exceeding 4 hours in duration)
- 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 **12 noon on Monday 28 September 2020**. Interviews are expected to take place during the following week.

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.