



# **ST JOHN'S COLLEGE CAMBRIDGE**

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**Further particulars for the post of  
Housekeeping Assistant  
(Evenings, Monday to Friday)**

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## Requirement

St John's College wishes to appoint a Housekeeping Assistant 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:** Housekeeping Assistant

**Department:** Housekeeping

**Responsible to:** Senior Linen Room Supervisor

**Job Purpose:** To clean public areas and private rooms 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 catering areas: Café, Bar, BDR (Buttery Dining Room), meeting rooms as well as other public spaces and all associated Toilets/Bathrooms.

## **Principal Responsibilities**

**The post holder will be clean and maintain the areas below, to the high standards set by the Housekeeping Department.**

(These duties will include: sweeping, vacuuming, moping and dusting):

- i. Ensure Café, Bar, BDR, toilets and walkways are cleaned to the required standard.
- ii. Ensure that the Meetings Rooms are cleaned and tidied

**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

**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 Public Buildings Facilities Manager 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 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 post holder must be very reliable and able to work in a small team without supervision, be responsible and have a can-do attitude.

## Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post is £11.35 per hour
Hours of work:	20 hours 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) pro rata for those not working a 5-day week

Other benefits include:

- 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

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.