



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of  
**Bedmaker x2**

April 2024



## About the College

St. John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).

## Background

We are seeking to appoint two part-time Bedmakers to undertake cleaning duties in rooms and public areas both on the main College site and in outside properties. The successful candidates will ideally have previous experience in a similar role, although training will be given.

## The Housekeeping Department

The primary aim of the Housekeeping department is 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.

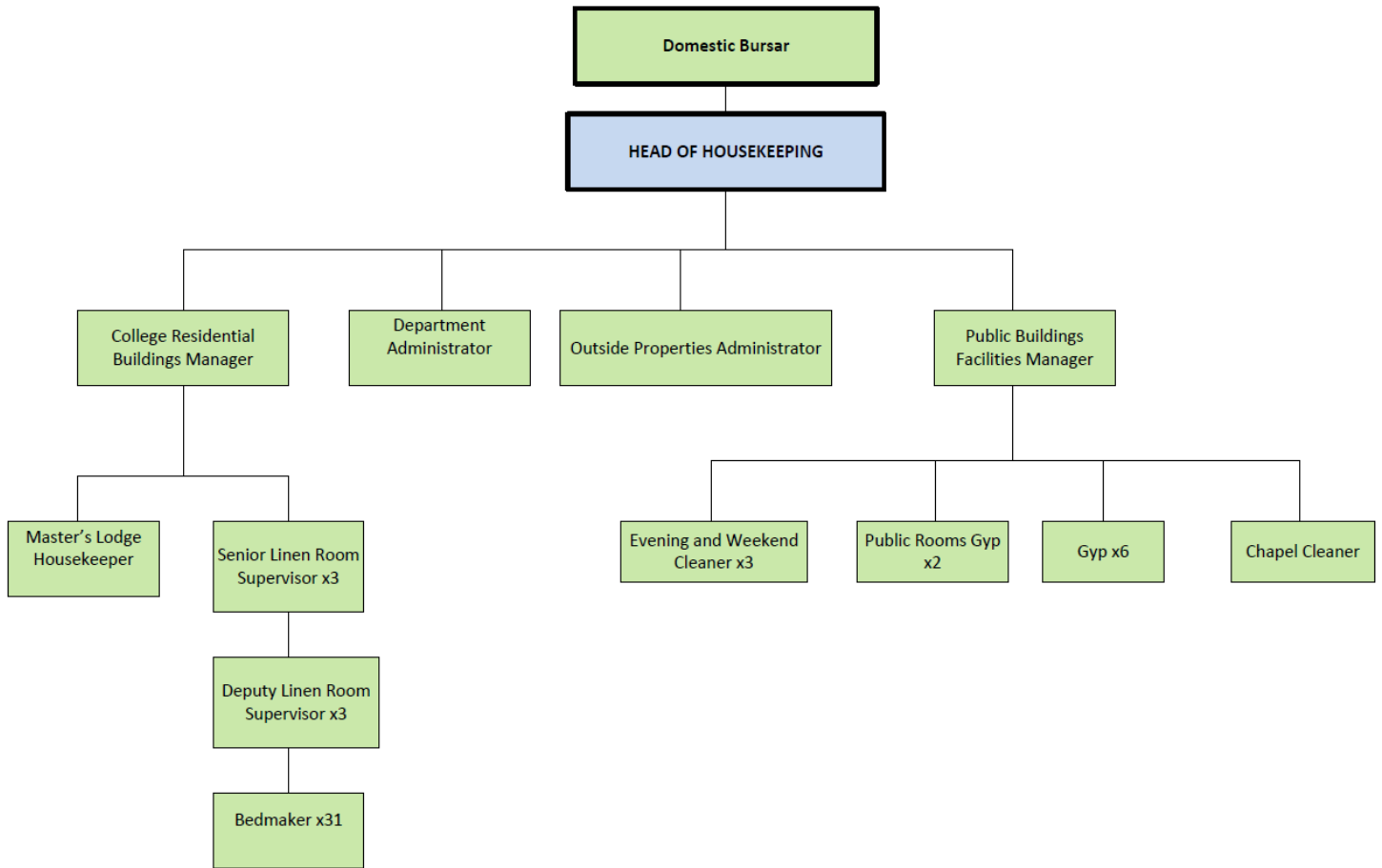
The Housekeeping department is comprised of the following:

The **Outside/Public Buildings** team who are responsible for managing the upkeep of the Colleges Public Buildings, including; The Old Divinity School, Fisher Building, Administration Offices, Chapel, Senior and Junior Guest Rooms, A28 Cripps and I3 New Court guest rooms.

The **Residential Buildings** team who are responsible for managing the College's residential buildings, which include Fellows Rooms, Student Rooms and the Master's Lodge.



# Housekeeping Department Organisational Chart



## Job Purpose

To 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

**To maintain bedrooms, offices, public areas to the required standard the postholder will:**

1. Student and non-residential fellows' rooms:  
On a rota system, clean kitchen/bathrooms, sinks, floors (hoover/polish/mop) empty bins, recycling and landfill bags, dust, and cobweb.
2. Residential Fellows rooms:  
On a rota system, 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.
3. 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.
4. 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.

5. Offices/Public Areas:  
Clean on a rota system.
6. Participate, at the end of terms, in deep cleaning, annual cleaning of Furnished Let properties, and periodic 'Builders' cleans.

**To ensure the general maintenance and upkeep of own section of properties and rooms, the postholder will:**

1. Report any maintenance requirements to the Senior Linen Room Supervisor.
2. Report to the Senior Linen Room Supervisor any security lapses, prolonged absence of occupants and damage to fixtures and fittings.
3. Reporting of items left in rooms by occupants to the Senior Linen Room Supervisor.
4. 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 Head of Housekeeping or Residential Buildings 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.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> <li>• In-house training will be given on the following:               <ol style="list-style-type: none"> <li>1. Correct use of cleaning materials and equipment</li> <li>2. Fire training</li> <li>3. Health &amp; safety issues</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Previous cleaning experience would be an advantage.</li> </ul>
Skills, Abilities and Competencies	<ul style="list-style-type: none"> <li>• The nature of the job will entail contact with Students/Fellows/visitors/work colleagues therefore, an ability to communicate is necessary.</li> <li>• Ability to work to deadlines, particularly during busy conference periods</li> </ul>	

## Terms & Conditions

Post:	<b>Bedmaker x2</b>
Length of post:	Permanent
Hours of work:	30 & 32 hours per week, 5 days out of 7
Salary:	£21,668.08 p.a. (£11.44 per hour) plus benefits pro rata
Location:	The role is based at St John's College 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

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

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of six months during which the position 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

The deadline to apply is **9.00am** on **Monday 13 May 2024**. **Early applications are encouraged as we reserve the right to close this vacancy early if we find a suitable candidate.**

Please include in your application:

- A fully 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

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.

**Housekeeping Department**  
**St John's College**  
**Cambridge CB2 1TP**  
**United Kingdom**

Registered charity number 1137428



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