



## Domestic Assistant (Fixed term)

OVERVIEW	
<b>Job title:</b>	Domestic Assistant (Fixed term)
<b>Responsible to:</b>	Housekeeper
<b>Responsible for:</b>	N/A
<b>Working alongside:</b>	Domestic Assistant, Domestic Assistant (Assistant Housekeeper)
<b>Grade:</b>	Grade 1 - St John's College Graded Pay Scale
<b>Salary:</b>	Currently £12.75 per hour / £16,077 per annum
<b>Contract type:</b>	Part time: 24.25 hours per week Fixed term: 18/05/2026–14/05/2027
<b>Working arrangements:</b>	5 days per week across Monday–Saturday
<b>Pension:</b>	St John's College Group Personal Pension Plan
<b>Holidays:</b>	27 days annual leave plus statutory holiday and University customary days
<b>Closing date:</b>	13/04/2026
<b>Interview date:</b>	w/c 20/04/2026

### ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

### JOB SUMMARY AND PURPOSE

The Domestic Assistant works as part of the Housekeeping team which is part of the wider Operations Directorate. The Housekeeping team has responsibility for the college's cleanliness and presentation across the estate. The role is focussed on cleaning and preparing the College accommodation, teaching, social and other spaces including external properties to the highest standards of safety and cleanliness. This will be done in accordance with College requirements, and subject to College Regulations and Health and Safety policies.

### KEY RESPONSIBILITIES

#### *College cleanliness*

- Cleaning bedrooms – to include vacuuming, damp mopping, cleaning washbasins, waste removal, and stripping and re-making guest rooms when required.



- Servicing bathrooms/W.C.'s and student utilities – to include cleaning sanitary ware, polishing glassware, and mopping floors.
- Cleaning public areas – to include vacuuming, damp dusting, mopping and spray cleaning of floors and surfaces, straightening small furniture and removal of rubbish.
- Deep cleaning at the end of term – to include vacuuming, high level damp dusting, mopping, and a thorough clean of the interior and exterior of pieces of furniture (chest of drawers, wardrobes and bedside tables). Also to include cleaning kitchen utilities, cookers and fridges where applicable.
- Servicing guest bedrooms in vacation time – to include stripping and re-making guest beds, vacuuming, damp dusting, mopping and removal of soiled linen to stores.
- Deep clean of outside properties – Thorough cleaning of houses, to include bedrooms, bathroom, kitchen and lounge areas.
- Raising issues of maintenance and Health & Safety concerns to the Housekeeper in a timely manner.

### General duties

- Undertake all other duties appropriate to the grade and role, as directed by the Housekeeper, Operations Director or College Officers.

## PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Ability to work as part of a team	x	
2	Flexible attitude to work	x	
3	Ability to work in an organised and methodical way	x	
4	Awareness of Health and Safety issues	x	
5	Good interpersonal skills	x	
6	Positive approach to customer care and service delivery	x	
7	Commitment to undertaking relevant training and development	x	
8	Awareness of COSHH		x

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

## APPLICATION PROCESS

Please see St John's College [Privacy Notice for Job Applicants](#)

The application should include:

- Letter of application, indicating fulfilment of essential and desired criteria
- Current CV
- Names and contact details of two referees (including current or most recent line manager)

For an informal conversation, please contact **Lynne Thompson** on **0191 3343877**  
Applications should be submitted by email to [johns.housekeeping@durham.ac.uk](mailto:johns.housekeeping@durham.ac.uk)  
Only applicants successfully shortlisted for an interview will be contacted.