



Housekeeping assistant: Job description

Job title: Housekeeping assistant (scout)

Department: Catering and Domestic Services - Operations

Responsible to: Catering and Domestic Manager

Responsibilities:

- Vacuuming, mopping, damp dusting, polishing throughout the buildings
- Cleaning of showers, cubicles, toilets, wash hand basin and baths, walls, tiles, floors and associated areas, including the sanitary ware, using chemicals as instructed
- Emptying and disposal of rubbish and recycling to correct containers.
- Generally tidying areas
- Changing bed linen and kitchen towels, packing for collection and storing returned laundry
- Cleaning and polishing of glass to include mirrors, windows and doors
- Changing towels, bathmats and replenishing stocks of toilet paper and paper hand towels.
- Changing and disposing of vacuum bags, checking and cleaning the filters and heads and doing regular checks on the vacuum cleaners
- Changing curtains for cleaning or replacement.
- Assisting with the moving of furniture as required
- Washing down paintwork
- Use of mechanical carpet cleaner as required
- Reporting any maintenance issues to the Maintenance Officer promptly
- Attending training courses as required
- Any other task that falls within the broad objective of this role

Person specification:

Essential:

- A proactive and self-motivated attitude to work
- Excellent time-keeping and reliability
- Excellent personal presentation and personal hygiene
- The ability to communicate and work as a team
- Good written and spoken English, sufficient to communicate with others and to follow basic instructions
- Eligibility to work in the UK

Desirable:

- Experience of working in a similar role, especially with cleaning experience in student accommodation
- Experience in delivering excellent customer service and responding to students' and conference guests' needs
- Experience of balancing the need to do a thorough job with the need to work to a schedule
- Existing knowledge and experience of how to clean safely and effectively, and of health and safety and COSHH

Hours of work 20 hours per week, 5 days out of 7 (but typically Monday to Friday, 9.30am to 1.30pm). Occasional weekend work may be required and advance notice of such work will be given.

Salary and benefits The salary will be £8,893 pa, based on an hourly rate of £8.55 per hour, and will be reviewed each year according to Living Wage calculations.

The post is pensionable and the College has a health plan for employees.

There is a total of 28 days holiday a year (including Bank Holidays), to be taken as approximately 3 weeks by arrangement plus approximately 4 days over the Christmas/New Year period when the college is closed. Holiday is not normally taken during term time; the May Bank Holidays are normally worked and days taken in lieu during the vacations.

Probation period There is a probation period of three months, during which one week's notice must be given; thereafter, the notice period is one month.

Application Candidates should complete the application form available on the College website: www.rpc.ox.ac.uk/vacancies and send it to Fiona Floate, Regent's Park College, Pusey Street, Oxford, OX1 2LB, or send it electronically to fiona.floate@regents.ox.ac.uk.

Closing date: 12 noon Friday 22 September 2017

Interviews Interviews will be held during the week beginning 25 September 2017.

Equal Opportunities The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race,

religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

For monitoring purposes we ask that an equal opportunities form be completed and these are sent out on receipt of an application.

Right to Work

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.** Normally passport with relevant visa, residence permit or EEA ID card suffice. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

Valid NI number

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HMRC website at <https://www.gov.uk/apply-national-insurance-number>.