Housekeeping assistant

Job title: Housekeeping assistant

Department: Catering and Domestic Services - Operations

Responsible to: Catering and Domestic Manager

We are looking for an enthusiastic and meticulous housekeeper to join our domestic team. This part-time role will primarily involve cleaning and servicing of bedrooms, including room servicing, preparation and deep cleaning, for both our students and our conference guests. Our housekeepers generally work together in teams of two.

Main duties:

- 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 £9,984 pa, based on an hourly rate of £9.60 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.

As a University Card holder, there will also be other benefits available to you, including discounted bus passes, free entry to many Oxford colleges and the Botanical Gardens, and discounts in some local shops.

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 by email or post to Ms Kristin Anderson, kristin.anderson@regents.ox.ac.uk, Regent’s Park College, Pusey Street, Oxford, OX1 2LB

Closing date: 12 noon Tuesday 31 August 2021

Interviews

We aim to hold interviews the week beginning 06 September 2021 and would like the individual in post from 01 October.

Equal Opportunities

Regent’s Park College is an Equal Opportunities Employer. 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**  Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a visa for this post.

**Valid NI number**  A valid national insurance (NI) number is required for payroll purposes and we request that this is provided before commencing employment. If applicants are not currently in possession of a valid NI number, they should apply without delay to HMRC [https://www.gov.uk/apply-national-insurance-number](https://www.gov.uk/apply-national-insurance-number).

**Data Protection**  Regent’s Park College is committed to protecting the privacy and security of personal data. Our [Staff Applicants Privacy Notice](https://www.gov.uk) explains what personal data Regent’s Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.