Housekeeping assistant

Job title: Housekeeping assistant
(part-time, 6-month maternity over)

Department: Catering and Domestic Services - Operations

Responsible to: Catering and Domestic Manager

We are looking for an enthusiastic and meticulous housekeeping assistant to join our domestic team. This part-time role will primarily involve cleaning and servicing of bedrooms and bathrooms, including preparation and deep cleaning, for both our students and our conference guests.

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, towels bathmats; packing for collection and storing returned laundry
- Cleaning and polishing of glass to include mirrors, windows and doors
- 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
- Other duties that support the smooth functioning of catering and domestic services.

Person specification:

Essential:

- A proactive, self-motivated and flexible attitude to work
- Excellent time-keeping and reliability
- Able to work to correct cleaning standards
- 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, normally worked Monday to Friday, 9:30 am to 1:30 pm but with occasional weekend work (advance notice given)
- This is a 6-month fixed term contract from 04 September 2023 to 03 March 2024 in the first instance for maternity cover

Salary and benefits
- £11.12 per hour (reviewed annually for the Living Wage)
- The post is pensionable and the College has a health plan for employees.
- Lunch is available to eat in or take away when on duty and kitchen is open.
- 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 per year (inclusive of Bank Holidays).
- Holiday is not normally taken during Oxford University term time; the May Bank Holidays are normally worked with 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](http://www.rpc.ox.ac.uk/vacancies) and send it electronic or hard copy to Mark Rippington, mark.rippington@regents.ox.ac.uk, Regent’s Park College, Pusey Street, Oxford, OX1 2LB. **Closing date noon Friday 04 August.**

Interviews
- We will be in touch with qualifying applicants to arrange for an interview.
- Interviews are expected to take place the week of 7 – 11 August.

Start Date
- Monday 04 September 2023

Equality of Opportunity
The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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. For
recruitment 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. All data supplied by applicants will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations. Our [Staff Applicants Privacy Notice](https://www.gov.uk/apply-national-insurance-number) explains what personal data we collect on 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.