



Regent's
Park College
UNIVERSITY OF OXFORD

Housekeeping assistant

Job title:	Housekeeping assistant (part-time)
Contract:	Part time, permanent
Hours:	20 hours/week
Location:	Regent's Park College, Pusey Street, Oxford OX1 2LB
Salary:	£12.60 per hour
Department:	Operations

Regent's Park College is looking for a friendly, motivated and detail orientated individual to join our domestic team. The Housekeeping Assistant plays a vital role in maintaining a clean, safe, and welcoming environment for all students, staff, and visitors. You will be responsible for the cleaning and upkeep of College accommodation, meeting rooms, dining areas, and public spaces, ensuring the highest standards of hygiene and presentation are consistently met.

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 duties
- Relevant experience in a similar role with cleaning responsibilities
- A willingness to work co-operatively and collaboratively to meet the fluctuating needs of the College.
- Excellent personal presentation and personal hygiene
- Polite and friendly

- Good written and spoken English, sufficient to communicate with others and to follow basic instructions
- Capability to prioritise tasks, manage time effectively, and complete assignments efficiently within a set schedule
- Eligibility to work in the UK

Desirable:

- Previous experience in an academic or student accommodation setting
- Existing knowledge and experience of how to clean safely and effectively, and of health and safety and COSHH

Physical Requirements

This position may require standing, walking, and moving for extended periods, along with bending, lifting, and handling cleaning equipment and supplies.

Hours of work 20 hours per week, 5 days out of 7. Normally worked Monday to Friday, 9:00 am to 1:00 pm. Occasional weekend work required, with advance notice.

Salary and benefits £12.60 per hour (reviewed annually for the Living Wage)

The appointee will be automatically enrolled into the Oxford Staff Pension Scheme with generous College contributions, unless they opt out in writing.

The College offers a health cash 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 and send it electronic or hard copy to human.resources@regents.ox.ac.uk, Regent's Park College, Pusey Street, Oxford, OX1 2LB.

Interviews We will be in touch with qualifying applicants to arrange for an interview.

Start Date The successful candidate will start as soon as possible.

Equality of Opportunity

The College welcomes diversity among its staff, students and visitors and aims to provide an inclusive environment which promotes equality, values diversity and maintains an environment in

which the rights and dignity of all are respected. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

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. Information on acceptable right work documentation can be found at www.gov.uk. 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

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>.

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](#) 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.