Regent's Park College

University of Oxford

Housekeeping Supervisor (part-time)

Department:	Operations Team
Contract type:	Permanent, part-time
Salary:	£17,836 per annum (full time equivalent £24,970)
Hours:	25 hours per week, 7am – 12pm, 5 days out of 7
Responsible to:	Operations Manager

Regent's Park College

The University of Oxford comprises 39 colleges and four Permanent Private Halls, which together form an integral part of the University alongside its academic departments and central administrative offices. Regent's Park College is the largest of the Permanent Private Halls, with approximately 270 students, including undergraduates and postgraduates pursuing degrees in the humanities and social sciences, candidates training for Baptist ministry, and a cohort of visiting students. The College provides student accommodation both on its main site and at a further off-site property.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University's Radcliffe Observatory Quarter. Approximately 70 staff provide the academic, administrative, and library resources for the College.

Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community. We aim to foster a collaborative and respectful environment which promotes equality, diversity and inclusion and strives to appoint committed and compassionate colleagues to help ensure every student achieves their best.

For more information about the College visit www.rpc.ox.ac.uk.

About the Role

Regent's Park College is looking for a friendly, motivated and detail orientated individual to join our domestic team. The Housekeeping Supervisor plays a vital role in maintaining a clean, safe, and welcoming environment for all students, staff, and visitors. You will be responsible for the supervision of the cleaning teams, as well as 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:

Supervisory Duties:

- Supervising a team of housekeeping staff, including casuals and agency workers in the execution of domestic responsibilities.
- Organise room and facilities clean during term and vacations when there are conference guests, with an ability to respond to the demands of the conference season
- Create schedules for adequate coverage, including for staff absence

- Liaise with accommodation manager on room requirements
- Ensure that there is good communication, including carrying out briefings so that staff are kept fully informed of housekeeping requirements and other College activities
- Ensure that all relevant health and safety considerations are adhered to by staff under supervision
- Ensure that all accommodation, meeting rooms, offices and conference are cleaned and set up to the College's required standards
- Controlling and managing the use of cleaning materials and equipment

Cleaning Duties:

- Cleaning of communal areas, including corridors, staircases, common rooms, and offices.
- Cleaning of student and staff bathrooms, including showers, toilets, hand basins, baths, walls, tiles, floors and associated areas.
- Emptying of bins, with proper care given to recycling.
- Cleaning and polishing of glass and metal to include mirrors, windows, staircases 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
- Washing down paintwork
- Use of mechanical carpet cleaner as required
- Cleaning of outdoor areas within the College, including pathways and steps.
- Cleaning of student bedrooms out of term time.
- Maintain appropriate stock materials i.e. bedding,

General responsibilities:

- Using chemicals as instructed and in compliance with COSHH.
- Reporting immediately any potential hazards, or any damages to machinery, equipment, utensils and the working environment, to the kitchen management team or to maintenance, as appropriate.
- Observing all requirements of the College's health and safety policies, maintaining the highest standards of personal hygiene and presentation.
- Attending and participating in staff meetings and in training courses as required.
- Any other duty that falls under the broad objective of this post.

Person specification:

<u>Essential</u>

- Previous supervisory experience
- Ability to understand and prioritise a busy and varied workload whilst organising staff to meet deadlines
- A proactive, self-motivated and flexible attitude to duties
- Excellent customer service
- Strong team-player with the ability to motivate and engage a team
- Relevant experience in a similar role with cleaning responsibilities
- Existing knowledge and experience of how to clean safely and effectively, and of health and safety and COSHH

- IT literate
- Excellent time-keeping and reliability
- Fluency in written and spoken English
- Excellent communication skills, with an ability to communicate and work effectively with people at all levels
- Good organisation and administration skills
- Eligibility to work in the UK
- The ability to exercise discretion, tact and confidentiality when carrying out duties

Desirable

- Previous experience in an academic or student accommodation setting
- Knowledge of basic H&S and/or Fire Regulations

Physical Requirements

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

Hours of work

25 hours per week, 5 days out of 7. Normally worked Monday to Friday, 7:00 am to 12:00 pm. Occasional weekend work will be required with advance notice given.

Benefits

- 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 33 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, Human resources, 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.

Equal Opportunities

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.

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. 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.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website Staff Applicants Privacy Notice.