University of Oxford
St Edmund Hall

SCOUT
Job Description and Further Particulars

1. The College

St Edmund Hall, affectionately known as Teddy Hall, is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

We offer accommodation to all our undergraduates for two years and sometimes for a third year at our Queen's Lane site. All of our single study-bedrooms have a washbasin with bathroom facilities nearby. Just five minutes' walk away across Magdalen Bridge, the Tamesis houses about 45 of our undergraduates. From July to September, the Tamesis is open to paying guests offering single, twin, double and family rooms with en-suite facilities. Located in East Oxford the William R Miller Building, opened in 2004, is also close to the main Queen's Lane site and is home to 55 students who all live in en-suite rooms. Our Norham Gardens properties (Norham St Edmund – NSE) are located in leafy North Oxford some ten minutes' walk from College across the University Parks.

Residential conferences, summer schools, day and evening meetings are accommodated during the University vacations and provide a large revenue stream for the College. The Housekeeping Department runs a hotel style service during these times. Weddings are catered for throughout the year.

Further information about the College can be found by visiting www.seh.ox.ac.uk.

2. The Post

Our Housekeeping staff work as a team to assist the Housekeeping Managers in the efficient running and cleaning of the College's properties including living accommodation and public areas. This position is based at the College's main site in Queen's Lane although a degree of flexibility will be required as staff may be required to work in any of our other College properties located in East and North Oxford.

Reporting to: The Housekeeping Manager. The Accommodation Manager has overall responsibility for the Housekeeping Department.

3. Main Duties and Responsibilities

- To ensure that the bedrooms, showers, toilets, kitchens and public areas are clean and serviced, reporting faults to the Housekeeping Manager by the end of the shift and ensure that the whole area is maintained in a clean, tidy and safe condition. In vacation time, this will include making up and changing beds for guests.

- To empty bins, clean work surfaces, sinks, cupboard fronts, inside and outside ovens, fridges and microwaves, tiles and mop floors in student kitchens.

- Ensure that recyclable waste is disposed of correctly.

- To assist with the setting out of meeting rooms for lectures and functions when required to do.

- Ensure access points are clear, and that security and fire doors are kept closed.

- To clean the floors, as designated, using the vacuum cleaner and assist with the floor scrubber/polisher and moving furniture as necessary and ensure equipment is kept in good working order by cleaning after use and emptying vacuum bags/cleaning filters.

- To assist with the changing of curtains as and when directed.

- To maintain the highest standards of hygiene at all times.

- During conference season, ensure beds are made daily and bed linen is changed as instructed by the Housekeeping Manager as soon as rooms are vacated. Maintain the visual appearance of guest rooms throughout the vacation period and tea/coffee facilities are replenished.

- Exercise care whilst on College premises paying due regard to the College's Health & Safety policy and ensure that chemicals and equipment are used correctly, responsibly and in compliance with College risk assessments and COSHH regulations.

- Report concerns about the welfare of any student or resident to the Housekeeping Manager, Accommodation Manager or Lodge team.

- Be vigilant at all times and report any suspicious activity or occurrence to the Housekeeping Manager and/or Accommodation Manager and in their absence to the Lodge team.

- To attend Health and Safety and other training when required.

- Any other duties as may reasonably be requested by the Housekeeping Manager, Accommodation Manager or Domestic Bursar. Flexibility to work extra hours and/or at one of the other College properties during busy periods (including weekends during conference periods) to suit the needs of the College including varying start/finish times is essential.

The above is not an exhaustive list of duties and the post-holder will be expected to perform different tasks as necessitated by the changing role within the College's organisation and

objectives. This job description may be reviewed periodically in conjunction with the post-holder and the requirements of the College.

4. Further Information

It is essential that College uniform/protective clothing is worn at all times while on duty and that a smart appearance is maintained. It may be a requirement of the job to provide cover at other sites owned by the College. Some weekend working will be required during conference periods. Applicants should note that the job involves use of stairs, lifting, carrying and moving of furniture.

5. Selection Criteria/Person Specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
Good general level of education.	√	
Experience		
Experience of carrying out cleaning duties.	√	
Experience of working with cleaning tools and machinery.		√
Experience of working in a similar role within a college or the hospitality sector.		√
Skills, knowledge, interests and abilities		
Ability to communicate in a friendly and effective manner with people at all levels.	√	
An eye for detail and the ability to work to a cleaning schedule to the correct standard and adhere to deadlines.	√	
Be able to understand and relay information as requested clearly.		
Able to negotiate stairs and be able to move/lift furniture/cleaning equipment, make beds and carry linen.	√	
Ability to work independently and as part of a team which includes flexibility to cover the absence of colleagues.	√	
Be reliable and trustworthy and exercise discretion.	√	
Must have a flexible attitude to work and willing to participate in training as requested.	√	
Excellent time management skills.	√	
NVQ Level 1 in Cleaning and Support Services, COSHH and Manual Handling		√

6. Terms and Conditions:

Appointment:	This is a permanent post, working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of three months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	£13.45 per hour (£22,793 per annum).
Hours of Work:	Normal hours of work will be 32.5 hours per week, 07.00 to 14:00, including a 30-minute lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, members of the housekeeping team may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Housekeeping Manager.
Meals:	Lunch is provided free of charge in the Hall of the College whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service), free annual flu jab.
Pension:	The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

7. Application Process

Interested applicants should forward an Application Form (found on our website) preferably by email to recruitment@seh.ox.ac.uk by **09:00 GMT on Wednesday, 18 November 2026**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held in Oxford as soon as possible after the closing date.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

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.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*

2. *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.*

3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*

4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*