



*University of Oxford*  
**St Edmund  
Hall**

**SCOUT (EAST OXFORD)**  
**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 13<sup>th</sup> 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 former Isis Hotel houses about 45 of our undergraduates. From July to September, the Isis is open to paying guests offering single, twin, double and family rooms with en-suite facilities and breakfast included. Our newest accommodation opened in 2004, located in East Oxford the William R Miller Building 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. These Victorian houses are very popular with our finalist students.

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](http://www.seh.ox.ac.uk).

## **2. Purpose of the Position**

Our Housekeeping staff work as a team to assist the Housekeeper in the efficient running and cleanliness of the College and College properties including living accommodation and public areas. This position is based at the College's properties in East Oxford (the Tamesis in the Iffley Road and the William R Miller Building in Dawson Street) although a degree of flexibility will be required as staff may be required to work in any of our other College properties located at the main College site in Queen's Lane and North Oxford.

**Department:** Housekeeping

**Reporting to:** The Housekeeper. The Warden has daily oversight for all staff at the East Oxford properties. The Accommodation Manager has overall responsibility for the College's 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 Housekeeper 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 Housekeeper 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 Housekeeper, Accommodation Manager or Warden.
- Be vigilant at all times and report any suspicious activity or occurrence to the Housekeeping supervisor and/or Accommodation Manager and in their absence to the Lodge Porters at Queen's Lane.
- To attend Health and Safety and other training when required.
- Any other duties as may reasonably be requested by the Housekeeper, the Warden and/or the Accommodation Manager. Flexibility to alter working patterns/days during the College's conference seasons to include weekend working. Be able to work extra hours and/or at one of the other College properties during busy periods (including some weekends) 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 may be required during the summer months. Applicants should note that the job does involve lifting, carrying and moving of furniture.

## 5. Selection Criteria/Person Specification

Requirements	Essential and desirable criteria	
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<b>Education/qualifications</b>		
Good general level of education.	√	
<b>Experience</b>		
Experience of working in a similar role in a hospitality, customer services or educational establishment.	√	
Experience of working with cleaning tools and machinery		√
<b>Skills, knowledge, interests and abilities</b>		
Ability to work and communicate in a friendly and effective manner with people at all levels.	√	
The ability to be able to read and understand instructions correctly.	√	
Able to work to correct cleaning standards.	√	
Ability to work 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.	√	
An eye for detail and ability to work within the cleaning schedules and to deadlines.	√	
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 full-time 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 six 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:	£12.00 per hour (£21,900.38 per annum).
Hours of Work:	Normal hours of work will be 35 hours per week, 07.30 to 15:00, with 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 20 working days. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. In addition, the College has 4 to 5 closed days during the Christmas period, which do not count towards annual leave and additional days for long service.
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) detailing the names and contact details of two referees and stating clearly how they meet the selection criteria for the post.

Applications should be sent preferably by email to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk). Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

**There is no deadline and applications will remain open until the post is filled.**

Shortlisted applicants will be invited to interview. The successful candidate will be expected to take up the post as soon as possible thereafter.

Informal enquiries about the post should be directed to [recruitment@seh.ox.ac.uk](mailto: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](mailto: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.*