



University of Oxford

St Edmund Hall

Casual Scouts (Housekeeping Staff) Job Description and Further Particulars

1. Purpose of the Position

Our Housekeeping department has a team of General Assistants and Scouts who work as a team to assist the Housekeeper and Accommodation Manager in the efficient running and cleanliness of the College and College properties including living accommodations and public areas.

During the summer months (June to September), conferences, summer schools, day and evening meetings and weddings are accommodated both on the main College site in Queen's Lane and at our properties in East Oxford. This extra business maximises the opportunity of having the additional rooms available to generate further revenue streams. Our Tamesis building in Iffley Road transforms into a hotel during the summer months and can accommodate singles, couples or families on a bed and continental breakfast basis.

These positions are for temporary work during the summer vacation with variable hours on offer up to a maximum of 35 per week. Staff will be required to work in our properties located in East Oxford (the William R Miller Building in Dawson Street and Tamesis Guest House in Iffley Road). The posts are available from 25 June to 30 September 2023. Some flexibility is possible with start and finish dates and full training will be provided.

2. Main Duties and Responsibilities

- To ensure that bedrooms, showers, toilets, kitchens, and public areas are clean and serviced and maintained to the appropriate standard in preparation for the arrival of conference guests.
- Ensure that recyclable waste is disposed of correctly.
- 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.
- To clean the floors, as designated, using the vacuum cleaner and assist with the floor scrubber/polishers and moving furniture as necessary.
- Exercise care whilst on College premises paying due regard to the College's Health and Safety policy and ensuring that chemicals and equipment are used correctly, responsibly and in compliance with College risk assessments and COSHH regulations.
- Report concerns about the welfare of residents or damage to property to the Housekeeper, Warden and/or Accommodation Manager.
- Any other duties as may reasonably be requested by the Housekeeper, Warden and/or the Accommodation Manager.

Flexibility 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.

3. Further Information

It is essential that College uniform/protective clothing is always worn while on duty and that a smart appearance is maintained. Weekend work will be required. Applicants should note that the role is physically demanding and does involve using stairs, lifting, carrying, and moving furniture as well as frequent room turnover for new guests.

4. Employments Conditions

Appointment: This employment is casual with variable hours although the opportunity to work up to 35 hours per week is on offer. You will only be paid for the hours completed at the rate of £10.90 per hour (plus holiday entitlement) paid in arrears on or around the 25th of each month. Work will be offered to you on an 'ad hoc' basis and you are free to accept or decline such offers of work with no obligation.

Hours: Varying hours will be offered (up to 35 per week) on a 4 on, 2 off basis (7 hours per day) including weekends.

Full terms and conditions will be provided in writing to the successful candidate(s).

5. Application Process

Interested applicants should forward a completed application form (found on the website www.seh.ox.ac.uk/vacancies) to recruitment@seh.ox.ac.uk. **Please note there is no closing date and applications will be assessed on an ongoing basis. You are therefore encouraged to apply as soon as soon possible.**

Shortlisted candidates will be invited to interview as soon as possible.

Informal enquiries about the position can be made by emailing recruitment@seh.ox.ac.uk.

Please also 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.

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 Data Protection Act 1998.*

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.*