

Somerville College

University of Oxford

www.some.ox.ac.uk



Casual Housekeeping General Assistants ('Scouts')

Somerville College is interested to receive applications from those interested in casual work in the Housekeeping Department.

The Housekeeping Department has a team of General Assistants, or 'Scouts', who are managed by the Housekeeping and Accommodation Manager and supervised by our Senior Housekeeping Assistants on a daily basis. Together the team are responsible for delivering a consistently high quality standard of cleaning and general housekeeping throughout the College. All rooms are cleaned to the required standard and are formally checked by the Senior Housekeeping Assistants prior to the arrival of students at the beginning of term time and visitors during the conference periods.

Permanent members of the Housekeeping team carry out cleaning duties on a daily basis and clean any area of the College as required. This may include student rooms, Fellows' rooms, administrative offices, communal areas, bathrooms, toilets and pantry areas. In vacation time Scouts prepare rooms for conference guests after students have departed, including making beds. Conference rooms are serviced daily, changing beds and towels weekly. Scouts are responsible for counting and bagging up of laundry for the Senior Housekeeper in designated areas.

Scouts also have an important role in helping the College to maintain its health and safety obligations by reporting any maintenance requirements promptly to the Housekeeping Supervisor.

The rate of pay will be £8.25.

Main duties

1. To clean undergraduate bedrooms on a daily basis during term time, in designated work area as directed by the Housekeeping Manager, or Senior Housekeeping Assistants, to the specified standard.
2. To carry out more intensive cleaning of study bedrooms when unoccupied.
3. To clean communal areas, such as bathrooms, toilets and pantry/kitchens areas to meet required standards of health and hygiene.
4. To clean public areas, offices and/or teaching rooms according to a designated area of work.
5. To ensure bedrooms are prepared for the arrival of Conference guests during vacation time. Conference rooms to be serviced daily, changing bed linen and towels weekly.
6. To report all maintenance issues to the Senior Housekeeping Assistants.
7. To comply with the College's Health and Safety Policy and COSHH Regulations by carrying out duties in accordance with training and instruction received, informing the Senior Housekeeper

of any potential hazard or danger, and taking reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work.

8. To report to the Senior Housekeeping Assistants any absence of students and any damage to property, including any pictures/posters.
9. To complete any further duties as reasonably requested by the Senior Housekeeping Assistants or Housekeeping Manager.

Application Procedure

1. Complete the application form which can be downloaded from the College website in Word format. If you do not have access to a computer, application forms may be obtained from the College Lodge on Woodstock Road, telephone 01865 270600.
2. Send your completed application form to the **Housekeeping and Accommodation Manager, Somerville College, Woodstock Road, Oxford, OX2 6HD, or hand them into the College Lodge.**
3. **Please quote Reference Number 900214 on all correspondence.**
4. **This closing date for applications is 10am on Monday, 22nd February 2016.**
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This can be emailed to human.resources@some.ox.ac.uk or handed into the Lodge, or sent to:

Equal Opportunities Monitoring Assistant, Human Resources Department
Somerville College, Woodstock Road, Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff 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. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates 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 Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **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.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

January 2016