

Somerville College

University of Oxford

www.som.ox.ac.uk



Further Particulars for the post of Senior Housekeeping Assistant (Liaison)

Internal Applicants Only

(Ref 900215)

This is an exciting opportunity for a good communicator who enjoys being part of a busy team to act as the key liaison between the Housekeeping, Maintenance and Lodge departments on all matters which require a coordinated approach, such as reporting issues, setting up rooms, moving furniture and preparing for the intake of new students and guests.

The successful candidate will liaise with the Lodge Manager on the allocation of duties of the Lodge General Assistant and supervise their work in relation to Housekeeping. He/she will also supervise a small team of scouts, order and maintain stock of necessary supplies and equipment as well as undertaking general cleaning duties. A good standard of general fitness, a positive and flexible approach and an aptitude for training and mentoring others are key requirements for this post.

As part of our commitment to equality and diversity, we would particularly welcome applications from men, who are currently under-represented in the Housekeeping Department.

About Somerville College

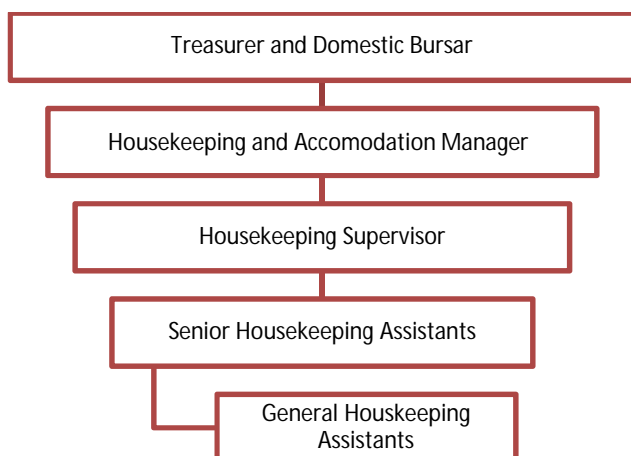
Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 550 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

About the Housekeeping Department

The Housekeeping team are responsible for delivering a consistently high quality standard of cleaning and general housekeeping throughout the College. The department is managed by the Housekeeping and Accommodation Manager and comprises the Housekeeping Supervisor, who supervises three Senior Housekeeping Assistants, who in turn oversee the work of the Housekeeping General Assistants. In addition to ensuring that all student rooms, offices and shared areas are cleaned to required standards, they liaise closely with the Maintenance and Lodge teams to identify areas in need of attention and to coordinate room moves and other projects.

The department is consistently busy with routine daily cleaning as well as preparing for bed and breakfast guests. Peak periods occur during the summer months when the College hosts a number of conferences and during the admissions period in early December when potential students stay in College while being interviewed for places.

Housekeeping Organisation Chart



For further information about the College, please visit www.some.ox.ac.uk

Job Description

Main duties

- Liaise with the Lodge Manager regarding the allocation of duties of the Lodge General Assistant and supervise the completion of tasks undertaken for the Housekeeping Department.
- Coordinate the reporting of maintenance and repair work to the Maintenance team from issues identified by members of the Housekeeping Department to ensure that problems are dealt with efficiently and are followed through.
- Supervise the work of a small team of scouts in an allocated area of the College.
- Check rooms are ready for occupation, for student arrival, conference/B&B guests and Admissions.
- Manage the provision of laundry and linen stock from the linen room to the relevant buildings within college.
- Investigate reports of damage
- Communicate housekeeping issues with students to the Housekeeping Supervisor.
- Assist the Housekeeping Supervisor/ Manager with preparing rooms for Events and Conferences within college.
- Check items received against purchase orders to verify accuracy of orders
- Monitor stock levels of cleaning materials
- Assist the Housekeeping Supervisor with deep cleaning
- Use specialist cleaning equipment in accordance with instructions and after completing additional training.
- Assist Scouts with cleaning carried out at a range of height levels including floors, beds, worktop, shelves and on top of furniture, using a range of equipment as instructed during training.
- Assist the Housekeeping Supervisor in organising staff sickness cover and holiday cover.
- Report all possible welfare issues to the Housekeeping Supervisor and Housekeeping Manager
- Assist with ensuring Housekeeping staff adhere to safe working practices and procedures and comply with the College's Health and Safety Policy, risk assessments and COSHH regulations
- Attend and take part in all in house training and housekeeping staff meetings
- Work on Saturdays (4 hours) on a rota basis, likely to be once every 5-6 weeks
- Work when required on a weekend and bank holiday and to cover conferences, admissions and start of term

Selection Criteria

Essential

- Working in a team providing housekeeping services
- NVQ level 2 in Supervision or qualified by experience
- Good communication skills
- Basic school education - no qualifications necessary
- Basic literacy (in English)
- Basic numeracy
- Good standard of general fitness
- Able to use equipment at a range of height levels
- Aptitude to train and mentor others
- Ability to deal with unforeseen problems in an appropriate way
- Knowledge of cleaning methods
- Team player
- Positive attitude to training and continuous development
- Reliable
- Trustworthy
- Able to work well and appropriately with people from a wide range of backgrounds
- Ability to adopt a flexible attitude towards work duties and working hours
- Able and willing to work occasional weekends during conference periods/admissions and start of term.

Desirable

- Working in a College / boarding environment
- NVQ level 2 in Cleaning
- First Aid training

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent, full-time post and the appointment will be made, where applicable subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a three month probationary period.
Salary	<p>Band 3 of the Somerville College pay spine (£17,703 to £19,273). This equates to an hourly rate of pay of £9.73 to £10.59.</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	Normal hours of work will be 35 per week, 9am to 5pm Monday to Friday, exclusive of a one hour meal break each day. The post holder will be required to be part of a weekend rota system shared with the other senior members in the department. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
Holiday Entitlement	The post holder will be entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement of 33 days.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at: human.resources@some.ox.ac.uk stating vacancy reference 900215.**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy, separately from your application 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 to the selection panel. 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.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Monday, 15th February 2016**
9. **Interviews will be held in the week beginning 22nd February 2016.**
10. **Please note that this vacancy is for internal applicants only.**

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.