



Weekend Housekeeping General Assistant ('Scouts')

Ref: 900297

Somerville College welcomes applications from suitable candidates who would be interested in working in our Housekeeping Department at weekends.

The Housekeeping Department has a team of General Assistants, or 'Scouts', who are supervised by our Housekeeping Supervisors on a daily basis. Together with the Housekeeping and Accommodation Manager and the Deputy Housekeeping Manager, the team are responsible for delivering a consistently high quality standard of cleaning and general housekeeping throughout the College and throughout the week.

Cleaning duties are carried out on a daily basis and areas may include student rooms, tutor's rooms, administrative offices, communal areas, bathrooms, toilets and kitchens. In vacation time the team prepare rooms for conference guests after students have departed, including daily servicing and changing beds and towels as required. Scouts are responsible for counting and bagging up of laundry for the Housekeeping Supervisors 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 Supervisors.

The physical fitness required to enable regular housekeeping duties is essential. This could include (but is not limited to) walking up and down stairs without difficulty, carrying reasonable loads unassisted, such as laundry or black sacks, making beds and using cleaning equipment. Previous experience of cleaning and the ability to communicate verbally and follow verbal and written instructions in English are also essential requirements.

Main duties

1. To undertake various cleaning tasks i.e. general dusting of furniture, fixtures and fittings, brushing, polishing, mopping, vacuuming of floors, bed making, washing of walls and skirtings and glass.
2. Use of electrical and mechanical equipment, floor scrubbing/buffer machine and carpet cleaner.
3. To carry out more intensive cleaning of study bedrooms when unoccupied.
4. To clean communal areas, such as bathrooms, toilets and pantry/kitchens areas to meet required standards of health and hygiene. Using various chemicals as instructed by the Housekeeping Department.
5. To clean public areas, offices and/or teaching rooms according to a designated area of work.
6. To ensure bedrooms are prepared for the arrival of Conference and Bed & Breakfast guests. Conference rooms to be serviced daily, changing bed linen and towels as required. Replenishing welcome trays daily.
7. To do washing left in the Linen room and count linen in buildings when required
8. To report all maintenance issues to the Lodge, if a serious issue is found, or fill in the maintenance request form in the Linen Room for more routine issues.
9. 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 Housekeeping Supervisors 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.

10. To comply with the College dress code applicable to the Housekeeping department.
11. To report to the Housekeeping Supervisors any absence of students and any damage to property, including any pictures/posters including carpets, or damaged furniture.
12. To report any misuse of College property for example fire extinguishers, fire signs, cookers being misused.
13. To report any items left by students or guests staying in College to the Housekeeping Supervisors, Deputy Housekeeping Manager or the Lodge as instructed in Housekeeping procedures.
14. To complete any further duties as reasonably requested by the Housekeeping Supervisors, Deputy Manager or Housekeeping and Accommodation Manager. This includes changing work areas as required by the college and/or any reorganisation in the cleaning schedule that is deemed necessary for the benefit of the College.
15. To work some additional hours as required in order to prepare rooms for conferences, the start of term, and Admissions (interviews for the next intake of students).

Selection Criteria

Essential

- Good standard of physical fitness and mobility: must be able to walk up and down stairs without difficulty, carry reasonable loads unassisted such as black sacks, linen and cleaning equipment and be able to make beds.
- Experience in carrying out cleaning duties
- Able to be self-motivated when working alone.
- Able to work well as part of a larger team.
- Able to communicate verbally in English
- Able to read and write basic English in order to be able to follow work instructions, procedures and health and safety requirements.
- Basic numeracy and attention to detail, e.g. able to count linen accurately to send to the laundry
- Flexible approach to work duties and a willingness to undertake different tasks when requested.
- Reliable, honest and trustworthy
- Willing to undergo relevant on the job training

Desirable

- Experience of working in a College environment or other similar institution
- Experience of following set procedures and health and safety requirements

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, part-time post of 10 hours per week. The appointment will be made subject to (i) satisfactory employment checks as detailed under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
Salary	<p>The annual salary will be £4,669 for 10 hours per week, which equates to £8.98 per hour.</p> <p>The College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	The hours of work will be Saturday and Sunday 7.00 a.m. to 12.00 noon. The post holder will be expected to work some additional hours during peak periods, such as the summer Conference period and the admissions period in early December.
Holiday Entitlement	The basic annual leave entitlement for full-time Support staff is 35 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken are deducted from the total leave entitlement.
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).
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.
Childcare	Somerville runs a small on-site Nursery and further details can be found at http://www.some.ox.ac.uk/living-here/st-pauls-nursery/
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

The closing date for completed applications is 10am on Monday, 16 April 2018

Your application should comprise

1. A completed application form (including a personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring Form

Email your completed documents to: recruitment@some.ox.ac.uk please quote vacancy reference 900285 in the heading

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 to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

4. **Interviews will be held in the week beginning 30 April 2018**

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.

March 2018