Scout – Further Particulars

About St John's College

St John's College is one of the larger colleges within the University of Oxford. Founded in 1555 by Sir Thomas White, the College is a long-established member of the thirty-eight colleges of Oxford University. Like all colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. The College has around 650 students and 100 Fellows. For further information about the College, please visit our website at www.sjc.ox.ac.uk .

Overview of the Role

Housekeeping cleaners at St John's College are called Scouts. They are responsible for maintaining the cleanliness and hygiene of student accommodation, offices and related communal areas, including bathrooms, kitchens and laundry rooms. They also frequently act as first point of contact for students.

The Scout will carry out assigned responsibilities under the supervision of the Housekeeping Supervisors and Accommodation Manager.

Main Duties and Responsibilities

DURING TERM

Daily Duties Include:

- Empty bins
- Clean mirrors
- Clean hand basins and taps
- Clean door handles
- Wipe showers, inside and out
- Clean toilets
- Mop floors
- Wipe kitchen surfaces
- Sweep/mop stairs as required

Weekly Duties Include:

- Vacuum rooms at least once a week
- Dust/polish furniture and shelves
- Wipe outside of fridges
- Dust fire extinguishers
- Wash pipes behind toilets
- Wash toilet brush holders
- Wash kitchen bins
- Wipe away any marks on paintwork

Monthly Duties Include:

- Dust ledges, top of door frames etc.
- Thoroughly clean showers (inside and out)
- Check for cobwebs and brush away
- Vacuum/Clean staircases

Miscellaneous Duties Include:

- Issue student laundry fortnightly and collect dirty laundry
- Report any maintenance issues, damage for repair, light bulbs to be replaced etc
- Check tags on fire extinguishers to make sure they are still intact
- Cleaning and disinfection of rooms and other areas

DURING VACATIONS

During Vacations, student rooms may be used for conference guests and cleaning duties need to reflect the change of use:

- Make up and/or change beds on a daily basis
- Clean rooms thoroughly, including sinks, vacuuming floors, dusting etc.
- Replenishing teas/coffees and toiletry packs daily
- Supply and replace towels as needed
- Clean communal areas as during term.

Reporting Structure

The Scouts report directly to the Housekeeping Supervisor for their Zone.

Personal Documentation

The selected candidate will be required to present documentation demonstrating the Right to Work in the UK.

Selection Criteria

Essential

- Excellent time management skills
- Good interpersonal skills
- Willingness to be flexible
- Good standard of personal presentation
- Spoken English to conversational standard
- Excellent work ethic

Desirable

- Knowledge and ability to use Rotary Floor machinery
- NVQ level 2 Cleaning and Support Services, COSHH & Manual Handling
- Previous experience within a housekeeping/cleaning environment.

All cleaning staff must undertake the NVQ qualification in cleaning or equivalent, which College will pay for.

Terms and Conditions of Employment

Salary: £12.49 per hour

Hours of work: 40 hours per week, 5 out of 7 days (full-time) and 30 hours per week (part-time) positions available.

Holidays: Annual leave entitlement is 30 days (including 5 fixed days of closure at Christmas) plus 8 public bank holidays (pro rata for part-time staff). The holiday year runs from 1 January to 31 December.

Pension: The post holder will be entitled to become a member of the contributory St John's College Staff Pension Fund under auto-enrolment rules from the commencement date of the appointment.

Uniform: Provided

Probationary and Notice Periods: The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week. Once the appointment has been confirmed, the notice period on either side will be one month.

Application Procedure

If you consider that you meet the selection criteria, please send your application consisting of your full CV with your complete education and employment preferably by email (as a single PDF) to vacancies@sjc.ox.ac.uk, or by post to Mrs Amanda Armstrong, HR Office, St John's College Oxford, OX1 3JP.

Closing date: open until positions filled

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position. Referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Please indicate whether we can contact them at this stage.

If your application is successful your appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK and (ii) the completion of an initial probation period.

Equal Opportunities Statement

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College 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 the 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 his or her sex, marital status, sexual orientation, racial group, age or disability.

Data Protection

All data supplied by candidates 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 and the College's Data Protection Policy and recruitment monitoring process.