



St John's College  
Oxford

## **Scout (Cleaner)**

### **(Housekeeping Department)**

### **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](http://www.sjc.ox.ac.uk).

#### **Overview of the Role**

Domestic 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 Cleaning Supervisor, Housekeeping Manager or any other designated representative.

#### **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
- 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.

**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.

Any other duties as directed by the Housekeeping Manager/Cleaning Supervisor.

**Reporting Structure**

The Scouts report directly to the Cleaning 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, which College will pay for.

## **Terms and Conditions of Employment**

**Salary:** £8.75 per hour; £8.97 per hour following NVQ qualification in cleaning and the successful completion of the probationary period.

**Hours of work:** 20 hours per week (4 hours a day, working 5 days out of 7; there is a possibility that more hours will be available)

**Holidays:** The holiday year runs from 1 January to 31 December. Holiday entitlement is 29 days per year, plus the 8 annual Bank Holidays, as follows:

- (a) During the summer closure or, with the agreement of the College, at some other time in the summer – three weeks.
- (b) At Christmas – one week, plus Christmas Day and Boxing Day. The precise dates in each year may vary for different members of the staff. New Year's Day is also a holiday.
- (c) At Easter – Good Friday, Easter Monday and four other working days, normally immediately adjoining Easter, either before or after, unless the dates of beginning or ending of term shall make that difficult. The precise dates in each year may vary for different members of staff.

**Pension:** The post holder will be automatically enrolled into the contributory St John's Staff Pension Fund from the commencement date of the appointment. Contributions will be payable in equal monthly instalments in arrears.

**Uniform:** A uniform, consisting of trousers, jackets, apron, shirts and shoes will be 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 on either side. 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 to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk) , or by post to Mrs Amanda Armstrong, College Office, St John's College Oxford, OX1 3JP.

Your application should arrive no later than **noon Wednesday 9 January 2019**.

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.

It is currently planned to hold the interviews on Wednesday 16 January 2019.

### **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.