



## EXETER COLLEGE, OXFORD

### *Cleaner*

*Salary: £13.16 per hour*

*(c. £13,686 per annum)*

### *Further Particulars*

#### *Introduction*

Exeter College, founded in 1314, is one of the oldest colleges in Oxford and is one of 39 separate, self-governing colleges that make up the University of Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. The working environment is very congenial and Exeter has a reputation for being small and friendly, but it is also a busy institution with many competing calls on time and energy. The College is governed by a Rector and c. 60 Fellows, and has around 350 undergraduate students and 250 students engaged in post-graduate studies, many of whom are accommodated in College buildings.

The College currently has two main sites – the historic Quad on the Turl Street site, and the newer Cohen Quad (on Walton Street) – plus an accommodation annex on the Iffley Road

This role will be based on the Iffley Road complex. This site provides residential accommodation for c. 135 of our undergraduate and graduate students. During Vacation periods, most rooms at the Iffley Road complex are dedicated for use by conferences and for academic holiday-lets. The Housekeeping Department currently employs 12 cleaners ('Scouts') at the Iffley Road site, and they report on a day-to-day basis to the Housekeeping Supervisor.

#### *Purpose and Objectives of the Post*

To be responsible for cleaning a designated area of the College accommodation, and to ensure that the required standards of cleanliness and hygiene are maintained at all times.

#### *Principal Responsibilities*

##### **Cleaning**

- To clean student study/bedrooms to the required standard once a week during term time (including vacuuming, dusting, cleaning skirting boards & door frames, etc), and as required within the Vacation period.
- To empty the bins and clean the hand wash basins every day.
- To clean communal showers/ toilets to the required standard every day, and en-suite showers/ toilets twice a week.
- To carry out more intensive cleaning of study/bedrooms when unoccupied.
- To clean communal areas such as bathrooms, kitchens and corridors on a regular basis, to ensure that they are maintained to the required standards of health and hygiene.
- To report all maintenance requirements either to the Housekeeping Supervisor or in the maintenance request book located in the Pavilion at Exeter House.
- To report any misuse of the site's facilities to the Housekeeping Supervisor.

## **Additional Duties**

- To bag up the laundry during Conference and Admissions periods, ensuring that the job ticket is completed correctly.

## **General**

- To carry out any other tasks requested by the Accommodation Manager, the Housekeeping Supervisor, or their deputy.
- To comply with the College's policies and procedures, including any Health & Safety policies relevant to the role.
- To participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.
- To work at weekends and on Bank holidays (as required).

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder will be expected to carry out such other duties as the Accommodation Manager or the Housekeeping Supervisor (or their deputy) may from time to time request, commensurate with the level and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

## *Further Details*

Department:	Housekeeping		
Responsible to:	Accommodation Manager	(day-to-day:	Housekeeping Supervisor)
Liaison with:	Students, staff, conference guests, and other members of the collegiate body		
Probation:	The appointment is subject to a probationary period of 6 months.		
Notice period:	One month		
Salary:	£13.16 per hour		
Pension:	The postholder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they choose to opt out in writing.		
Hours of work:	20 hours per week.		
	However, the postholder will be expected to work such hours as are reasonably required to carry out their duties to the satisfaction of the Accommodation Manager and/ or the Housekeeping Supervisor, including working on Bank Holidays when they fall within Full Term, and attendance at weekends where cover is required.		
Annual Leave:	38 days per annum		
	(This is made up of 25 days, plus 8 public/bank holidays, plus 5 days to be taken during any shut down period, which is normally the period between Christmas and New Year).		

The College reserves the right to require the postholder to work on Bank Holidays which fall in Full Term, and occasional Saturdays or Sundays, for which you will be given time off in lieu. All leave must be taken in agreement with the Accommodation Manager and/ or the Hostels Supervisor.

### *Equality, Diversity & Inclusion statement*

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality and diversity are available from the College's website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>.

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

### *How to Apply*

There is no closing date for this vacancy: applications will be considered as they are received, and candidates will be invited to attend an interview as appropriate. An appointment will be made as soon as a suitable candidate(s) is found.

We therefore encourage you to submit your application as soon as possible, to avoid disappointment.

Applications must include:

- (i) A completed application form to include the names and addresses (including telephone numbers and e-mail addresses) of two referees, one of whom must be the current, or most recent, line manager of the applicant. References may be taken up for shortlisted candidates: if a candidate does not wish for a reference to be taken up at that stage, this wish should be stated clearly in the relevant section of the application form;
- (ii) A copy of the applicant's CV.
- (iii) If appropriate, candidates may also include a covering letter providing any additional information that they may wish the panel to consider.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to [vacancies@exeter.ox.ac.uk](mailto:vacancies@exeter.ox.ac.uk). If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post may be directed in the first instance to the Accommodation Manager ([mihaela.groza@exeter.ox.ac.uk](mailto:mihaela.groza@exeter.ox.ac.uk)). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within 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.

#### *Data protection*

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

## PERSON SPECIFICATION

Category	Essential	Desirable
<b>Qualifications</b>		<ol style="list-style-type: none"> <li>1. NVQ Level 2 in Cleaning and Support Services, or equivalent professional experience</li> <li>2. COSHH trained</li> <li>3. Manual Handling trained</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Relevant experience in a similar role within the Cleaning industry</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience working within an Oxford College</li> </ol>
<b>Skills and knowledge</b>	<ol style="list-style-type: none"> <li>1. Strong interpersonal skills, including the ability to work with a wide range of people and as part of, and contribute to the work of, a wider team</li> <li>2. A proven ability to juggle multiple demands, manage competing deadlines and to remain calm under pressure</li> <li>3. Good command of the English language (written and spoken)</li> <li>4. Proven ability to work independently and on own initiative when required</li> </ol>	
<b>Personal qualities</b>	<ol style="list-style-type: none"> <li>1. A flexible attitude towards duties, including a willingness to work co-operatively and collaboratively to meet the fluctuating needs of the College</li> <li>2. Polite and friendly</li> </ol>	