



## EXETER COLLEGE, OXFORD

*Cleaner  
(‘Cohen Quad Scout’)*

*Salary: £13.16 per hour*

*Fixed-term contract until 30 June 2026*

### *Further Particulars*

#### *Introduction*

Exeter College, founded in 1314, is one of the oldest colleges in Oxford and is one of 38 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 primarily be based at Cohen Quad, which opened in January 2017. The site provides residential accommodation for c. 90 students, as well as teaching rooms for academic staff, and a number of seminar rooms and dining facilities. During Vacation periods, some of the student rooms are dedicated for us by conferences and/or summer schools. The Housekeeping department current employs 7 cleaners (‘Scouts’), plus a Quad Scout, whose work is overseen on a day-to-day basis by the Housekeeping Supervisor.

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

To be responsible for cleaning a designated area of the Cohen Quad 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 toilets to the required standard every day, and en-suite showers/toilets once a week.
- To carry out more intensive cleaning of study/bedrooms when unoccupied.
- To clean communal areas (such as Common Rooms, the Reception area, cafeteria, kitchens, toilets, corridors, and stairs/ lifts) 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 at the Front Desk.
- To report any misuse of the site’s facilities to the Operations Manager.
- To clean Fellows’ rooms, offices, etc, as appropriate.

## 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 and/or the Operations Manager, or their deputies (including, but not limited to, the Housekeeping Supervisor).
- To comply with the College's policies and procedures, including any Health & Safety policies relevant to the role.
- To be committed to demonstrating respect, courtesy and consideration within interactions with members of the College community.
- 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 on Saturdays on a rota basis, plus occasional Sundays and 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 and/or the Operations Manager (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:	Cohen Quad - Housekeeping	
Responsible to:	Accommodation Manager	<i>(day-to-day: Operations Manager and/or Housekeeping Supervisor)</i>
Liaison with:	Students, staff, conference guests, and other members of the collegiate body	
Duration:	This is a fixed-term contract until 30 June 2026.	
Probation:	3 months	
Notice period:	Two weeks	
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:	25 hours per week	(normally worked during the mornings, Monday to Friday)

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, including working on Bank Holidays when they fall within Full Term, and attendance at weekends on a rota basis (and/or when other cover is required).

Annual Leave: pro-rata equivalent of 38 days per annum

(For a full-time, permanent member of staff this comprises a basic entitlement 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. All leave must be approved in advance by the Accommodation Manager.

### *Equity, Diversity & Inclusion Statement*

Exeter College is committed to equality and diversity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the College, and progression within employment, will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand-in-hand with our commitment to academic freedom and free speech.

The College's policies on equality and diversity are available from our 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/>.

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## 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. A proven ability to juggle multiple demands, manage competing deadlines and to remain calm under pressure</li><li>2. Good command of the English language (written and spoken)</li><li>3. 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>4. The ability to act with tact and diplomacy</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>	