



EXETER COLLEGE, OXFORD

Quad Scout

Salary: £14.06 per hour

(c. £14,622 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 postgraduate studies, many of whom are accommodated in College buildings.

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

This role will be based at our Iffley Road site. This site provides residential accommodation for graduate and undergraduate students, although during Vacation periods most rooms at the site are dedicated for use by conferences and for academic holiday lets.

The Housekeeping Department currently employs 9-10 cleaners ('Scouts') at our Iffley Road site, who report on a day-to-day basis to the Housekeeping Supervisor.

Purpose and Objectives of the Post

The Quad Scout works within the Housekeeping Team at the Iffley Road site, and is responsible for providing a general resource that supports the work of the Housekeeping team, and for personally maintaining the Iffley Road site's external space to the required standards of cleanliness and hygiene.

The postholder will also be responsible for undertaking furniture removals and other site needs as required.

The role involves day-to-day contact with students and staff within the College, and the development of good working relationships both within the College and with external visitors and guests will be essential (in order to provide the highest levels of service to all users of the Iffley Road site).

Principal Responsibilities

Site maintenance and cleaning

- To carry out and record weekly testing of the fire alarm system in accordance with the College's fire safety procedures.
- To sweep and pick up rubbish round the site and in between the bike racks daily.
- To operate a floor cleaning machine and a high-pressure washer as required, ensuring all equipment is used safely and correctly.

- To operate a leaf blower machine and to ensure it is fuelled.
- To clean the stairs leading to the laundry room and to ensure the air vent outside the laundry rooms is clean and free from fluff.
- To ensure the external areas are kept free from cobwebs, and that they are visibly clean and well maintained.
- To ensure the bin yard is clean and to wash the food and glass bin once a week.
- Regularly to empty and maintain cigarette bins, ensuring they are kept clean and free from cigarette waste.

Housekeeping support

- As required, to assist members of the Housekeeping team to move furniture/heavy items when the rooms are deep cleaned.
- To clean the laundry room, including the detergent units in the washing machines, and to remove accumulated fluff in the dryers.
- In conjunction with the Housekeeping Supervisor, ensure the storeroom and chemical room are maintained in a neat and tidy order.
- As required, to assist members of the Housekeeping team to collect heavy bin bags.
- To be responsible for the issue and delivery of cleaning materials to the Scouts.
- To be responsible for the issue and delivery of laundry to the scouts.
- To ensure the stairs leading to the storeroom are clean

General

- To carry out any other tasks requested by the Accommodation Manager, the Housekeeping Supervisor (Iffley Road), or their deputies.
- 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.

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 initial appointment is subject to a probationary period of 4 months.
Notice period:	1 month
Salary:	£14.06 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 (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 (or their deputy), 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 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, 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.

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. 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). 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
Qualifications		1. NVQ Level 2 in Cleaning and Support Services, or equivalent professional experience 2. COSHH trained 3. Manual Handling trained
Experience	1. Relevant experience in a similar role within the Housekeeping or Facilities sectors	1. Experience working within an Oxford College
Skills and knowledge	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 2. A proven ability to juggle multiple demands, manage competing deadlines and to remain calm under pressure 3. Excellent verbal communication skills (English language) 4. Excellent attention to detail, and high levels of accuracy 5. Proven ability to work independently and on own initiative when required	1. Good IT skills, including the ability to use Outlook, Word, and Excel
Personal qualities	1. Able and willing to move and carry heavy furniture and equipment on a regular basis 2. A flexible attitude towards duties, including a willingness to work co-operatively and collaboratively to meet the fluctuating needs of the College 3. Polite and friendly	