



All Souls College University of Oxford

PART-TIME ASSISTANT HOUSEKEEPER - FURTHER PARTICULARS

INTRODUCTION

All Souls College seeks to appoint, an enthusiastic and effective Assistant Housekeeper to provide a consistent high standard of cleaning service to Visiting Fellows and other guests at College premises, mainly in Iffley (Iffley Turn) and North Oxford (Woodstock/Bainton Road). The position will involve both working alone and as part of a team.

All Souls College is a registered charity and is unique among Oxford colleges in having no students. It has a Fellowship of some 80 consisting principally of Research Fellows and holders of University posts and also employs some 60 full and part-time staff. Further details of the College may be found elsewhere on the website.

The Assistant Housekeeper will work as part of a small housekeeping team, under the direction of the Head of Department and under the overall supervision of the Manciple. Professionalism and commitment to the delivery of high quality cleaning services are essential as are initiative, flexibility and the ability to work under pressure. Applicants should have proven housekeeping skills in a comparable environment and be able to work as part of a team. They must be able to adjust their hours in response to College need and undertake some weekend work if required.

OUTLINE JOB DESCRIPTION

The post holder is required to:

- Clean the College's residential accommodation in Iffley and North Oxford. Areas are to be cleaned to a high standard and include bedrooms, guestrooms, public rooms, studies, bathrooms and toilets, kitchens, staircases, corridors and outside areas. Cleaning involves polishing brass, dusting, vacuuming, sweeping, mopping and polishing of floors, making beds, washing up crockery, replenishing consumables etc. in accordance with current Health & Safety Regulations and COSHH;
- Report any room breakages, defects or difficulties to the Head of Department or to the Manciple's Office in her absence;
- Make up of laundry bundles and keeping accurate records of laundry sent and received. Reconcile laundry slips, sending these to the Housekeeper. Rectify any laundry discrepancies with the Housekeeper;
- Sort rubbish for recycling and removing to the bin areas;
- Distribute or redirect post to the resident mailboxes where needed.

- Carry out manual handling duties to include lifting & moving items of furniture, changing beds and carrying laundry bundles;
- To carry out a termly Spring-Clean of the accommodation and surrounding areas.
- Ensure that C.O.S.H.H. regulations relating to any cleaning products are strictly adhered and to observe the College's policy on Health and Safety at all times;
- Observe and implement the College's energy efficiency measures, including switching off lights, turning down radiators and closing doors and windows when not in use;
- Attend training courses as directed by the Manciple;
- Wear the College uniform and PPE as supplied at all times when on duty;
- Deputising for the Housekeeper when absent (if required), and undertaking checking of utility meters, fire extinguishers, fire alarm tests and drills;
- Carry out any additional appropriate duties including covering for sickness/holidays of other staff as required.

The post holder will be expected to undertake any other reasonable duties or tasks as reasonably directed or requested by the Housekeeper. This job description may be subject to review in consultation with the post-holder.

PERSONAL SPECIFICATION:

Essential Criteria:

Qualifications and Training:

- Educated to GCSE Level or equivalent.
- Relevant cleaning/housekeeping service experience.

Skills and Competences:

The successful candidate will need to be able to demonstrate that s/he is, or has:

- Excellent cleaning and support service skills with strong commitment to improve standards of service, keen attention to detail, and the ability to work quickly under pressure and prioritise and organise own workload effectively;
- Strong interpersonal skills, including being a good team member;
- Ability to work with minimum supervision, flexibility, and willingness to learn and respond to short notice requests;
- Ability to communicate fluently and clearly in spoken English with Fellows, staff and third parties, to follow written instructions, and maintain accurate written records;
- Knowledge and understanding of health and safety regulations relating to a housekeeping environment.

Other Aptitudes and Attributes:

- Physical fitness, including the ability to lift equipment, furniture and laundry using the stairs;

- The highest personal integrity, discretion, and tact;
- Excellent attendance and timekeeping;
- Smart and well presented at all times;
- Willingness to learn and adapt;
- Computer literate, with workable knowledge of Microsoft Office and aptitude to learn new programmes;
- Non-smoker.

Desirable

- Qualification in cleaning and support services, health and safety, manual handling, steps and ladders and first aid;
- Car owner/driver.

Experience:

- Previous experience in an Oxford College or other similar environment is desirable but not essential; the College is more concerned to recruit someone forward-looking with up-to-date cleaning service support skills and other relevant experience who is keen to work in a College environment.
- Good understanding of Health and Safety regulations

TERMS AND CONDITIONS

The normal working hours for this appointment will be 15 hours per week, but additional working may be required at busy periods. Additional hours are payable at overtime rates.

The starting salary for this appointment will be £8.82 an hour or £6,879 per annum. The appointee will be enrolled automatically in the Universities Superannuation Scheme ([USS](#)). USS is a qualifying pension scheme, which means it meets or exceeds the Government's new standards for pensions; the College operates a salary sacrifice scheme in relation to employees' contributions.

On satisfactory completion of probation, the appointee and his or her dependants will also be eligible for medical insurance cover for which the College pays the premium although it should be noted that this benefit is taxable.

Domestic staff are entitled to 28 working days paid leave (the equivalent of 5.6 working weeks during a complete holiday year) inclusive of bank holidays (or alternative days decided by the College), plus holiday during the College closed period during the Christmas/New Year, and Easter.

APPLICATIONS

Applicants should submit applications by **Friday, 26 June 2015** to Bursars' Secretary at All Souls College, Oxford, OX1 4AL or by e-mail to staff.appointments@all-souls.ox.ac.uk enclosing:

- a covering letter explaining why you think you would be suitable for the post, including details of your experience and examples of how you have demonstrated the required skills and attributes;
- a completed application form to include:
 - e-mail and telephone contact details as well as your address;
 - the names and contact details of two referees whom we can contact in case of your being shortlisted, who have good knowledge of your recent work and character, noting that the College reserves the right to seek further references as appropriate; and
- the completed [Equal Opportunity Monitoring questionnaire](#) which should either be enclosed in a separate envelope (within posted applications) or attached by email with the application. It will not be seen by anyone involved in the selection process but enables the College to monitor the success of its [equality policy](#). Completed forms will not be seen by those involved in the selection process and will play no part in the selection process but the information provided enables the College to monitor the success of its [equality policy](#).

If you wish to contact the Manciple to discuss any aspect of this post, please telephone (01865) 279315.

Shortlisted candidates will be invited to undertake an interview during the week beginning Monday, 6 July 2015.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates although it should be noted that the role of Assistant Housekeeper requires full mobility within the College which is not equipped with lifts.

All applicants must be eligible to work in the UK and will be asked to bring proof to an interview.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998.