



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 senior academic Visiting Fellows and other guests at College premises, mainly in Iffley (Iffley Turn) and North Oxford (Woodstock/Bainton Road). The position will involve working alone and working as part of a team; and requires the use of a car to drive between locations.

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 50 full and part-time staff. Further details of the College may be found elsewhere on the website, <http://www.asc.ox.ac.uk/>.

JOB DESCRIPTION

The Assistant Housekeeper will work as part of a small housekeeping team, under the day-to-day 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 is initiative and flexibility and the ability to work under pressure when required. Applicants should have proven service skills in a comparable housekeeping environment and be able to work as part of a small team. They must be able to adjust their hours in response to College need and undertake some weekend work if required. The post holder is required to:

1. Clean the College's senior visiting academic and guest accommodation at its satellite locations within Oxford; areas to include bedrooms, guestrooms, public rooms, studies, bathrooms, kitchens, toilets, washbasins, staircases, corridors and outside areas to a high standard, including polishing brass, dusting, vacuuming, sweeping, mopping and polishing of floors, emptying bins, making beds, washing up crockery, replenishing consumables etc. in accordance with current Health & Safety Regulations and COSHH.
2. Report any room breakages, defects or difficulties to the Head of Department or to the Manciple's Office in her absence.
3. 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.

4. The ordering of all consumables through the Housekeeper.
5. Sort rubbish for recycling and removing to the bin areas.
6. Distribute post to the resident mailboxes where needed. All mail which requires re-directing is to be sent to the Lodge Porter at the main College site.
7. Carry out Manual Handling duties to include lifting & moving items of furniture, changing beds and carrying laundry bundles.
8. To carry out a termly Spring-Clean of the College visiting academic and guest accommodation, and surrounding areas.
9. 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.
10. 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.
11. Attend training courses as directed by the Manciple.
12. Wear the College uniform and PPE as supplied at all times when on duty.
13. Deputising for the Housekeeper when absent (if required), and undertaking checking of utility meters, fire extinguishers, fire alarm tests and drills.
14. 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 duties or tasks as reasonably directed or requested by the Housekeeper. This job description may be subject to review in consultation with the postholder.

PERSON SPECIFICATION:

Professional skills and experience:

The successful applicant will be educated to GCSE Level or equivalent and ideally have a formal qualification in cleaning and support services. He or she will have relevant cleaning and housekeeping service experience. Previous experience in a Oxford or Cambridge College is desirable but not essential; the College is more concerned to recruit someone with excellent cleaning and up-to-date cleaning service support skills and other relevant experience who is keen to work in a College environment.

Essential skills and competences:

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

- a) Excellent cleaning and support service skills with strong commitment to improve standards and service, keen attention to detail, and the ability to work quickly under pressure and prioritise and organise own workload effectively;
- b) Strong interpersonal skills, including being a good team member;

- c) Ability to work with minimum supervision, flexibility, and willingness to learn and respond to short notice requests;
- d) Ability to communicate fluently and clearly in spoken English with Fellows, staff and third parties, to follow written instructions, and maintain accurate written records;
- e) Knowledge and understanding of health and safety regulations relating to a housekeeping environment;
- f) The highest personal integrity, discretion, and tact;
- g) Excellent attendance and timekeeping;
- h) Smart and well presented at all times;
- i) Willingness to learn and adapt;
- j) Car owner/driver.

Desirable

- k) Ideally be trained in cleaning support services, manual handling, steps and ladders and first aid;
- l) Non-Smoker.

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TERMS AND CONDITIONS

You hours of work will be based on an annualised flexible contract averaging 19.75 hours a week. You core hours of work will be from 9:00 a.m. to 12:00 noon Monday to Friday for nine weeks of each academic term, (or as directed by the Housekeeper) amounting 15 hours per week. For the remaining 25 weeks of the year, you will be required to work your additional hours amounting to 25 hours per week when additional housekeeping work is required; or when holiday or sickness cover is required during the year.

The starting salary for this appointment will be £8.82 an hour or £9,058.40 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 28th August 2015** to Staff Appointment 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 competences;
- 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 Tuesday 2nd September 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 at the College properties which are not equipped with lifts.