



All Souls College University of Oxford

FULL-TIME DEPUTY HOUSEKEEPER - FURTHER PARTICULARS

INTRODUCTION

All Souls College seeks to appoint, an enthusiastic, and effective “hands-on” Deputy Housekeeper to assist with the cleaning, supervision, and smooth delivery of housekeeping services at the College, and to help maintain the highest quality standards of service, and cleanliness.

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 employs some 60 full and part-time staff. It regularly hosts seminars, conferences, and other special events. Further details of the College may be found elsewhere on the website.

The Deputy Housekeeper will work as part of a small housekeeping team, under the direction of the Housekeeper and the overall supervision of the Manciple to clean and provide housekeeping services. Professionalism and commitment to the delivery of high quality cleaning services are essential as are initiative and flexibility and the ability to work under pressure. The Applicant should have proven housekeeping skills, preferably in a comparable environment and be able to work both as part of a small team and, in the absence of the Housekeeper, as a team leader. The applicant must be able to adjust their hours in response to College need (actual hours worked may vary from week to week) and undertake weekend work.

OUTLINE JOB DESCRIPTION

The post holder’s duties will include:

- Undertaking cleaning and other housekeeping duties as required;
- Assisting the Housekeeper with, (or in her absence take responsibility for):
 - the daily organisation and supervision of staff,
 - the management of the spring-cleaning programmes,
 - provision of training and direction to housekeeping staff as required, including in COSHH and Health and Safety regulations, and
 - inspecting work to ensure that cleaning standards are maintained;
- Assisting with the distribution, record keeping and stock checking of cleaning supplies, the management of laundry, distribution of mail; conduct of environmental water checks etc;
- Setting up and checking lecture rooms for meetings, lectures and conferences, including setting up audio-visual and other equipment as required;

- Observing the College’s policy on Health and Safety at all times and assisting with fire evacuation procedures 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 post-holder.

PERSON SPECIFICATION

Essential Criteria:

Qualifications and Training:

- GCSE Level at grade A* - D or equivalent;
- Relevant qualification in cleaning and support services
- Relevant cleaning/housekeeping service and team leading 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, willingness to learn and to respond to short notice requests;
- Proven experience of staff management and effective supervision of staff;
- 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:

Health and Safety, manual handling, steps and ladders and first aid certificates
Team Leadership qualification

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 40 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 £9.26 an hour or £19,260 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 private 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 the Bursars' Secretary, All Souls College, Oxford, OX1 4AL or by e-mail to staff.appointments@all-souls.ox.ac.uk, including:

- 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. They will have good knowledge of your recent work

- and character. Note 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, 29 June 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 Deputy 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.