



JOB DESCRIPTION

Post:	Part-time Scout
Departments:	Housekeeping
Reports to:	Manciple
Supervised by:	Head Housekeeper
Liaison with:	All other Departments
Hours of Work:	Part-time 20 hours per week Monday – Friday, 7.30am – 11.30am. Flexibility will be required on some occasions.

AIM:

To clean and maintain designated areas and equipment in a hygienic and satisfactory condition according to work schedules and set standards as directed by the Head Housekeeper

MAIN RESPONSIBILITIES:

1. Work as part of the Housekeeping Team at All Souls College, to ensure a high standard of cleaning.
2. Clean the College Common Room and Hall areas to include toilets, showers, washbasins, staircases, corridors, etc. to a high standard, including polishing, dusting, vacuuming, sweeping, mopping of floors, emptying bins, washing up crockery, glassware and replenishing of consumables etc.
3. Carrying out termly Spring-Clean of the same, to include cleaning and polishing of panelling, the careful dusting of pictures, lights and around light switches, door handles etc as necessary.
4. Clearing Ash & Setting Open Fire (as required).
5. Carry out minor housekeeping maintenance tasks.
6. Rationalising of Newspapers & Journals.
7. Sorting rubbish for recycling and removing to the waste bin areas.
8. Manual handling duties to include the movement of furniture, books, equipment and catering supplies.
9. To ensure the reporting of faults, breakages and health and safety hazards to the Head Housekeeper or to the Manciple's Office in their absence.
10. To ensure that C.O.S.H.H. regulations relating to any cleaning product are strictly adhered and to always observe the College's policy on Health and Safety.

11. 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.
12. To wear the College uniform and PPE as supplied at all times when on duty.
13. Complete training designed to minimize occupational risks to include: COSHH, Manual Handling, Basic Food Hygiene, Step Ladder Safety, First Aid, and other training as advised by the head housekeeper.
14. Abide by the College Employee Handbook and always observe the College's policy on Health and Safety.
15. Report any problems, defects to difficulties to your immediate supervisors or to the Manciple's Office in his/her absence.

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

TERMS & CONDITIONS

Salary:	Grade 3 (£27,534 - £30,508 pa), pro rata
Holidays:	20 days paid leave + bank holidays + leave during College closed periods at Christmas and Easter.
Pension:	Automatic Universities Superannuation Scheme (USS) enrolment.
Probation:	4 months
Meals:	Free meals whilst on duty (when kitchen is open).
Benefits:	Private medical insurance after probation, medical cash-plan from day 1.

HOW TO APPLY

Please send a cv and covering letter, which clearly demonstrates how your skills and experience match the selection criteria listed in the job description, by email to staff.appointments@all-souls.ox.ac.uk by Friday 16th October 2026.

Please complete the online [Equal Opportunities monitoring form](#) (optional) this 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.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks, including documentary evidence of eligibility to work in the UK.