Hertford College, Oxford

Senior Scout
Further Particulars

Job Title: Senior Scout (Main Site)
Department: Housekeeping
Contract Type: Permanent
Responsible to: Housekeeper (Main Site)
Supports: Scouts and Ground Scouts

The College

Hertford is one of the larger Oxford colleges, with roughly 650 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.
The Housekeeping Team

The Senior Scout is to assist the Housekeeper at the College's main site in maintaining the highest standards of cleaning throughout the College.

To supervision the scouts and ground scouts, and to assist with staff training – coordinate on-the-job training including COSHH and Health and Safety training.

To carry out inspection of College student and Fellows Accommodation as well as general College areas, to ensure standards of cleaning are being met and addressing any areas of concern with staff as directed by the Housekeeper, Head Housekeeper and the Domestic Bursar.

To have overview of the Linen Room and Laundry activities.

Main Duties of the Role

Main Duties

Supervision Duties

- Check every morning that Scouts / Ground Scouts have signed in and organise cover in any instances of unexpected absence.
• To ensure that good time keeping is kept by all Scouts / Ground Scouts and to maintain relevant records.
• Liaise with the Housekeeper regarding any cover for holidays or long-term sick leave.
• To supervise the Scouts / Ground Scouts and make regular on the spot staircase and zone visits, checking that work is completed and carried out to high standards of cleanliness and hygiene.
• Ensure all Scouts / Ground Scouts are using correct cleaning materials and equipment i.e. colour coded clothes and mops are used.
• To assist in the training of Scouts / Ground Scouts and temporary Agency staff and to maintain relevant records.
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• To assist in the training of Scouts / Ground Scouts and temporary Agency staff and to maintain relevant records.
• To process the Scouts / Ground Scouts’ weekly cleaning materials order forms.
• Order cleaning materials fortnightly via the Housekeeper.
• To assist the Housekeeper, making sure that rooms are cleaned and prepared on time for occupation by students at the beginning of term, for conference delegates during the Easter and summer vacations and for Student Admissions at Christmas.
• Monitoring the allocation of Junior Guest Rooms, Fellows Guest Rooms and Miscellaneous accommodation and ensuring the rooms are ready.
• Assisting the Housekeeper with instructing and ensuring the safe practice of the use of chemicals supplied to the cleaners.
• Attend regular meetings with Housekeeper.
• Report any maintenance defects to Maintenance department via email to maintenance@hertford.ox.ac.uk
• To cover for Main Site scouts if required and carry out any reasonable request made by the Housekeeper.
• To be available for weekend work at the peak times of the year, i.e. – departure and return of students for terms and for in-coming Conferences and Admissions periods.
• To undertake any training in the use of equipment and courses as required.

**Linen room/Laundry Duties**

• To be responsible for the smooth running of the Linen room.
• Distributing conference rooming lists
• Checking laundry invoices, validating and recording where required.
• Ensuring that stocks of linen are maintained.
• Ordering new stock annually via the Housekeeper.
• Making sure that bedding is sent to laundry three times the week.
• Dealing with external laundry.
• Arranging linen delivery for guests of the College.
Termly Duties

• Make termly Pantry checks making sure Pantry’s are kept safe, clean and tidy.
• Assist the Housekeeper in making a termly check of all the Student/Fellows Accommodation and Offices.
• To assist the Housekeeper in organising the spring clean/end of term cleaning programme for Scouts / Ground Scouts - to include carpet and curtain, window, paintwork cleaning, moving of furniture to clean behind it, skirting boards, high level dusting, ensuring all areas are clean and fresh.

Other Duties
The post-holder may be required to undertake other duties at the direction of the Housekeeper, Head Housekeeper and the Domestic Bursar, and to provide cover for colleagues in the Housekeeping (all sites) in the event of absence.

Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role.

Essential Qualifications, experience and background

• Experience of working as a Cleaning Supervisor or a Scout in a College environment.
• Training in Health and Safety and Manual Handling.
• Training in COSHH.

Specific knowledge/skills (technical)

• Eye for detail and an understanding of what ‘working to a high standard’ looks like.
• Good verbal and written English communication skills, with ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers.
• Good interpersonal skills enabling effective translation of problems into practical solutions.
• Able to supervise the work of others and work effectively as part of a team.
• Experience of developing and implementing new ways of working efficiently and effectively.
• IT skills: Able to use Microsoft Windows applications (including Excel) and other database systems (for conference and student accommodation). System specific training will be given but you must be able to use Microsoft Windows applications to a proficient level.

Personal Attributes

• Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems.
• Ability to work to deadlines, well organised, flexible work duties and with changing priorities, whilst remaining calm under pressure.
• Ability and willingness to learn new skills Team Working and Management skills
• Ability to maintain confidentiality when dealing with sensitive situations.
• Reliable, honest and trustworthy.
• Willing to undertake training as provided by the College or external provider.

Desirable
The post-holder will ideally possess:
• Experience in a similar role.
• A recognized qualification: NVQ level 1 in Cleaning or equivalent.
• Experience in a University, College or similar environment, and empathy for its operations and practices.

Terms and Conditions

This is a permanent appointment, available with an immediate start if possible.

The salary will be £21,236 p.a., depending on skills and experience. The post is eligible for membership of the OSPS pension scheme.

Current weekly hours of work are 40 hours, to be worked over five days (weekends and evenings as required). However, the post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

The Housekeeping rotas will change in the near future with hours to be worked over five days out of a seven day rota which includes weekends as required.

The college offers an annual leave entitlement of 28 working days, plus Bank Holidays (5 days of your annual leave will be used for the Christmas closure period). Lunch is provided free of charge when the kitchens are open.

Other staff benefits are outlined on the HR section of the college website: [https://www.hertford.ox.ac.uk/and-more/vacancies](https://www.hertford.ox.ac.uk/and-more/vacancies)

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment.

Application and Appointment Procedure

If you would like to apply for the role you will need to complete an application form and write a covering letter explaining how you meet the essential criteria.

Application forms can be collected from Emma Graham (Warnock House), Monika Hamzova (Main Site) or Emilie Walton (Main Site).
Completed application forms and covering letters must either be emailed to hr@hertford.ox.ac.uk or placed into the Human Resources pigeonhole in the main lodge by **Thursday, 12 September 2019 at 12noon**.

1. CV (maximum two sides of A4, to include the names and contact details of two referees);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies) - must be completed in FULL.

Interviews will take place on **Interviews will be held on Wednesday, 18th September 2019**.

**Due to time constraints we will not be able to offer interviews on any other days.**

The interview panel will be Gareth Tebbutt (Domestic Bursar), Emma Graham (Head Housekeeper) and Monika Hamzova (Housekeeper Main Site).

There will be a short-written test as part of the interview.

References will only be taken up for the successful candidate.

Candidates 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. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Monika Hamzova (Housekeeper Main Site) (monika.hamzova@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

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