Scout (Cleaner)  
Further Particulars

Job Title: Scout (2x vacancies)  
Department: Housekeeping  
Salary: £9.32 per hour  
Contract Type: Permanent  
Hours: 30 hours per week  
Responsible to: Head Housekeeper and the Domestic Bursar  
Supports: Other members of the Housekeeping team

The Housekeeping team at Hertford College would like to appoint 2 new scouts to cover absences and programmes of improvement at our three locations in the centre of Oxford. Both positions will be 30 hours per week for shift work, five in seven days, mostly Monday to Friday with the occasional weekend required.

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 refounded 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.

Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting the International Programme.
The Scout Role

The list of duties presented below is not exhaustive; it simply provides a brief indication of the typical duties of a Scout.

Scouts are expected to:

1) Work as part of the Housekeeping team at Hertford College, to ensure a high standard of cleaning.
2) Clean student accommodation, Fellow’s rooms, staff offices and public areas to a high standard.
3) Ensure chemicals and equipment are used correctly, responsibly and in compliance with the College risk assessments and COSHH regulations.
4) Follow all Health and Safety requirements; relevant training and supervision will be provided.
5) Provide a first line of welfare support to all residents, reporting any concerns to the Senior Scout / Housekeeper.
6) Identify and report any maintenance faults to the Senior Scout / Housekeeper.
7) Provide daily term-time clearance of residents’ waste bins and all communal and public areas.
8) Provide weekly term-time room-cleaning, with some bed-making and linen changes for College Fellows.
9) Provide and ensure a high standard of cleaning is maintained during the College vacations, servicing conference guests and facilities.
10) Undertake NVQ level 2 (if now already qualified), and any subsequent, relevant training.

Other Duties

The post-holder may be required to undertake other duties at the direction of the Senior Scouts, Housekeepers and the Domestic Bursar, and to provide cover for colleagues in Housekeeping in the event of absence.

Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role.

Essential

The post-holder is required to be / have:

- Experience in carrying out cleaning duties;
- A practical approach and understand what high standards of cleaning looks like;
- Awareness of surroundings and good observation skills;
- A good level of English to be able to communicate and understand instructions and Health and Safety requirements;
- Excellent customer service skills;
- A good attitude to work, with excellent time keeping;
- A good team member and a willingness to help others.
• A flexible approach to work duties and a willingness to undertake different tasks when requested;
• Flexibility to work weekends
• In excellent health, capable of doing physical work which involves bending, lifting and climbing stairs.
• Willing to undertake training as provided by the College or external provider.

Desirable
The post-holder will ideally possess:

• Previous experience in cleaning and housekeeping;
• Previous experience of working in a College
• Training in Health and Safety and Manual Handling.
• Training in COSHH.

Terms and Conditions
These are 30 hour per week permanent appointments, available for immediate start.

The salary will be on grade 1.5 of the university scale (£9.32 per hour). The annual salary for 30 hours per week is £14,579 per annum.

The post-holders 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 you will either be paid overtime or time off in lieu will be granted).

Benefits:
Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September. Additional holiday days are awarded as longer services awards.

Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.

Pension: The post is eligible for membership of the Oxford Staff Pension Scheme (OSPS).


Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.

Cycle to Work Scheme / Bike Loan: Monthly deductions from salary. On site cycle repair service at discounted rates.

Sports Facilities: Access to the University Sport club and Hertford’s on-site gym.

University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.
Other staff benefits are outlined on the HR section of the college website:
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.

You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

**Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents, preferably as a single pdf string, to hr@hertford.ox.ac.uk by **noon on Thursday 9th January 2020**.

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).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college's equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place on **w/c 13th January 2020**. References will only be taken up for the successful candidates.

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 Head Housekeeper, Emma Graham (emma.graham@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.

**Hertford College is an Equal Opportunities Employer**