Senior Scout

Further Particulars

Job Title: Senior Scout (South Oxford Team)
Department: Housekeeping
Hours: 35 hours per week
Salary: £22,740 pa
Contract Type: Permanent
Reports to: Head Housekeeper
Supports: Scouts and Ground Scouts

The College

Hertford College (“the one with the bridge”) is a constituent college of The University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges, with roughly 700 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 125 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.

Further information about the college is available at http://www.hertford.ox.ac.uk.
The Senior Scout Role

The Senior Scout is to assist the Head Housekeeper at the College's South Oxford hub in maintaining the highest standards of cleaning throughout the College's residential properties.

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 accommodation, communal areas, 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 Head Housekeeper and the Domestic Bursar.

To have overview of the Linen Room and Laundry activities.

Main duties

Supervision and Cleaning Duties

At least 20 hours per week will be carrying out cleaning 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 Head 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.

- To process the Scouts / Ground Scouts’ weekly cleaning materials order forms.
- Order cleaning materials fortnightly via the Housekeeper.
- To assist the Head 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 Head Housekeeper with instructing and ensuring the safe practice of the use of chemicals supplied to the cleaners.
- Attend regular meetings with Head Housekeeper.
- Report any maintenance defects to Maintenance department via the online ticketing system.
- To cover for South Site scouts if required and carry out any reasonable request made by the Head 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 Head 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 Cleaning Cupboards checks making sure Cleaning Cupboards are kept safe, clean and tidy.
- Assist the Head Housekeeper in making a termly check of all the Student/Fellows Accommodation, Communal areas and Offices.
- To assist the Head 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 for an immediate start.

The post is part-time, 35 hours per week, 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 overtime payment or time off in lieu will be granted).

The Housekeeping rotas will include hours to be worked over five days out of a seven day rota which includes weekends as required (usually up to 6 weekends per year).

The salary will be in the range £22,740 pa. The post is eligible for membership of the OSPS pension scheme.

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.

Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

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 OSPS Pension Scheme, further details can be found at https://finance.admin.ox.ac.uk/pensions
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.
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 twelve 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 to hr@hertford.ox.ac.uk by 9am Tuesday 13th September 2022

1. CV (maximum three sides of A4)
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 in the week commencing 19th September 2022. 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 UK work visa for this post.

The position may be discussed further with the Head Housekeeper (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