**JOB DESCRIPTION AND FURTHER PARTICULARS**

Post Title: Scout (maternity cover)  
Department: Housekeeping  
Responsible to: Housekeeper and Deputy Housekeepers  
Contract Type: Fixed Term Contract 31 hours per week, until 31st May 2024  
Rate of Pay: £11.55 per hour  
Hours: Start time 7am, working 5 out of 7 days

1. **The College**  
Located centrally in beautiful Radcliffe Square, and dating from 1509, Brasenose College is one of the older Colleges in Oxford. It is a medium sized college with 370 undergraduates, 210 graduate students and 115 support staff. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website [https://www.bnc.ox.ac.uk/](https://www.bnc.ox.ac.uk/)

2. **DEPARTMENT AND JOB PURPOSE**  
Scouts are responsible for providing a consistently high standard of cleaning service to students, staff and visitors to the College and its annexes. Scouts must be willing to work at any of the College sites in central Oxford.

3. **JOB DESCRIPTION**  
Duties and Responsibilities  
Brasenose College has four sites; College main site and three accommodation sites (Frewin annex, St Cross and Hollybush).

   **This is a generic job description so not all the duties listed below are carried out at all sites.**

3.1 **General Daily Duties** – (all sites)  
Cleaning of Residential areas (Students, Fellows Teaching Rooms and Fellows Living Quarters, Guest rooms). To clean the bedrooms, bathrooms, kitchen areas, teaching rooms and corridor/stairwells in the designated work areas as directed by the Housekeeper/Deputy to the specified standard. To empty bins and to ensure adequate supplies of toiletries, clean towels etc. for guests and residents.

3.2 **Sanitary Areas** – (all sites)  
To scrub and de-scale baths, tiles and showerheads where necessary, to clean basins, plugholes, toilets, shower cubicles and around light switches and door handles etc., vacuum and mop floors.

3.3 **Student Kitchens** - (Frewin, Hollybush Row and St Cross)  
To empty bins, clean worktops, sink, inside microwave, wipe any spillages/splashes on tiles, walls, cupboard fronts, inside oven and inside fridges, vacuum and mop floor, in accordance with specified standards.
3.4 **Offices** - (College & Teaching Rooms in Frewin)
To vacuum, dust and empty bins, clean brass on doors and around fires. Replace tea towels and hand towels.

3.5 **Reporting Maintenance issues** – (all sites)
To report any defective lighting, plumbing or heating problems to Maintenance. To report any broken equipment such as vacuum cleaners.

3.6 **General** – (all sites)
To report to the Housekeeper/Deputy any student absence and any damage to property including any pictures/posters that are fixed directly to the walls with tack or similar fixture and any unauthorised electrical goods.

3.7 **Weekly Duties** – (all sites)
The cleaning of stairwells and removing cobwebs.

3.8 **Periodic/seasonal Duties** – (all sites)
To carry out the following as directed by the Housekeeper/Deputy.

- **Student Kitchens** (Frewin, Hollybush Row and St Cross)
  To thoroughly clean ovens, microwave ovens, refrigerators and freezers, inside cupboards and storage, in accordance with specified standards.

- **General Cleaning** – (all sites)
  Cleaning of sills, walls, doors, floors, shelves, desks, lamps, coffee tables, chairs.

  At the end of each term to ensure all cupboards, drawers, wardrobes are clear and clean of belongings from previous residents e.g. food stuff, shampoos, clothes etc. ensuring that items that may be of value to a student are given to the housekeeper for safe storage.

3.9 **Conferences and B&B Accommodation** - (College and Frewin, Easter and summer)
Ensuring rooms are thoroughly cleaned after students vacate for holiday and are prepared for the arrival of Conference and Bed and Breakfast guests. Rooms must be **serviced daily** changing bed linen and towels.

3.10 **Materials and Equipment** – (all sites)
Ensuring that all cleaning equipment is kept in good working order by cleaning after use and carrying out tasks, e.g. emptying vacuum bags, cleaning filters. Leaving all mop heads, washing cloths and dusters in the locker room so that they can be taken to the laundry room for washing.

**General Duties**
- To check keys in and out of Lodge personally each day
- To wear the uniform provided and any protective clothing supplied and follow directions on safe working methods.
• To provide holiday and sickness cover for colleagues, as required by the demands of the service to residents and visitors at various locations.
• To be familiar with, and work in accordance with, all College’s policies and procedures.
• To promote a safe, healthy and secure environment

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

General
• The post holder will be required to be familiar with, and work in accordance with, all College’s policies and procedures.
• To participate in training and development required by the College.
• To be willing and prepared to undertake any other duties as directed by Head Housekeeper or Accommodation Manager. The job description may be subject to review in consultation with the postholder.
• To be vigilant and take responsibility for ensuring all Housekeeping and College property and equipment is kept safe at all times.
• To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.

4. PERSON SPECIFICATION
Candidates will be assessed on the basis of the criteria set out in the section below and candidates should ensure that their application form provides evidence of how they meet these criteria.

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<thead>
<tr>
<th>Skills and Competencies</th>
<th>Desirable/ Essential</th>
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<tbody>
<tr>
<td>Ability to communicate with all customers and have a good level of spoken English</td>
<td>Essential</td>
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<tr>
<td>Ability to work to identified cleaning standards</td>
<td>Essential</td>
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<td>Possess excellent customer service skills</td>
<td>Essential</td>
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<td>Ability to work as part of a team and offer flexibility to cover for absence of colleagues</td>
<td>Essential</td>
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<td>Flexibility to work weekends</td>
<td>Essential</td>
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<td>Reliable, trustworthy, capable of using own initiative</td>
<td>Essential</td>
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<td><strong>Physical Qualities</strong></td>
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<td>In excellent health, capable of doing physical work which involves bending, lifting and climbing stairs.</td>
<td>Essential</td>
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<tr>
<td><strong>Knowledge and Experience</strong></td>
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<td>Experience of paid cleaning work in similar environment</td>
<td>Desirable</td>
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<td>NVQ in Cleaning, COSHH and Manual Handling</td>
<td>Desirable</td>
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5. **CONDITIONS OF EMPLOYMENT**

**Appointment:** This appointment is offered as a part-time, fixed term contract to cover a period of maternity leave, until 31st May 2024. There is an initial probationary period of four months. The appointment will be conditional on verification of the successful candidate’s ‘Right to Work’ checks and subject to the receipt of satisfactory references and medical clearance through the University’s Occupational Health Services.

**Hours of Working:**
This is a fixed term contract until 30th April 2024 and the working hours are as follows:
31 hours per week, starting at 7am, working 5 out of 7 days according to the college needs and as the business demands.

The College will endeavor to provide staff with as much notice as possible of the requirement to work at weekends. Occasionally short notice requests may be made, for example to cover sickness absence.

**Salary:** The hourly rate of pay is £11.55 per hour.

**Benefits:**
- **Annual leave** – The paid holiday entitlement for a full-time contract is six working weeks (30 days) annual leave (5 days is to be taken over Christmas break when College is closed) plus 8 Statutory Bank Holidays. Annual Leave shall be taken at mutually convenient times agreed in advance with the Head Housekeeper. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, for which compensatory time-off in lieu will be given. The holiday year begins on 1 January and ends 31 December.
  For part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month.
- **Meals** - Employees are entitled to take lunch free of charge when the kitchen is open.
- **Welfare Support** – Employee Assistance Programme – a free confidential telephone helpline and online medical guidance. Free annual flu jab.
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities
- **Other Information:** No smoking is allowed on any of the College sites.

6. **Application process**
To apply submit your CV online [https://submit.bnc.ox.ac.uk/](https://submit.bnc.ox.ac.uk/) using the Applications for Non-Academic Appointments box.

**Closing date:** The vacancy will remain open until filled. Shortlisting will be carried out on receipt of application and interviews arranged for shortlisted candidates. We reserve the right to close the vacancy once the successful candidate has been appointed.

**Early application is encouraged.**
You will receive an acknowledgement email after your application has been successfully submitted via the online portal.

**Recruitment Monitoring:** This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College’s Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

**Data Protection:** 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 General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.
https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Brasenose College is an equal opportunities employer

*Nov 2023*