

St Anne's College, Oxford

Scout

Part time (35 hours per week), Fixed term until September 2022

£20,592 per annum pro rata

The College

One of the largest Colleges in the University of Oxford, with around 830 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

Accommodation Department at St Anne's College

The Accommodation Department are responsible for managing the College Accommodation which includes all bedrooms located on College's main-site and off-site properties during Term Time as well as the Vacation Periods.

The Department is comprised of; the Accommodation Manager, Deputy Accommodation Manager, Accommodation Administrator, and 21 Scouts (college cleaners).

Overview

Job Title	Scout
Location	Oxford
Reports to	Accommodation Manager
Direct reports	None

Duties include:

- Undertake cleaning tasks throughout College including general dusting, emptying bins, cleaning wash basins, polishing, mopping, vacuuming, bed making, cleaning of walls
- Clean communal areas including corridors, bathrooms, toilets and kitchens
- Clean public areas, offices, seminar rooms and conference areas
- Prepare bedrooms for the arrival of Conference guests.
- Deliver clean laundry to all College main-site Halls of Residence
- Assist moving bedroom / office furniture - when required - to their appropriate locations and/or disposal sites
- Report faults needing repair and any damage done or misuse of College property
- Comply with the Health and Safety Policy and COSHH Regulations. Informing the Head Scout or Accommodation Department of any potential hazard or danger
- Report any items of lost property found.

Selection Criteria

- Experience in carrying out cleaning duties
- A good level of physical fitness and mobility e.g. able to walk upstairs; make beds; carry linen and cleaning equipment; move and re-move furniture
- Able to work without supervision
- Team working skills
- Able to communicate verbally in English, to understand requests and relay information
- A positive, friendly and approachable attitude
- Reliable and trustworthy
- Willing to undergo relevant training as requested.

Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK.
Hours of work:	35 hours per week, 06:30 until 14:00 Monday to Friday (or 07:30 to 15:00) or with a 30 minute unpaid break. Overtime, if agreed in advance, will be paid at your normal rate.
Salary:	£20,592 per annum pro rata (actual salary for 35 hours per week £18,018 per annum)
Annual Leave:	38 days per year pro rata, this includes public holidays. All holidays to be agreed with the Manager in advance.
Probation:	One month
Notice:	One week, or one month after probation
Pension:	The College offers membership of the Oxford Staff Pension Scheme (OSPS)
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Childcare	St Anne's have an on-site Nursery.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

Application process

Prospective candidates should download and return an application form with a CV and a covering letter stating why you are interested in, and suitable for, this role.

The closing date is **Monday 18th April 2022** at 12 noon.

Applications should be sent to recruitment@st-annes.ox.ac.uk

For an informal discussion of the post, or if you have any questions, please contact the HR Office on 01865 274866 or 01865 284685.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>