Scout (College Cleaner)
Part time (35 hours per week), permanent,
£24,316 per annum pro-rata, actual salary £21,276 per annum
£11.69 per hour

The College
One of the largest Colleges in the University of Oxford, with around 865 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.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

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, 2 Accommodation Administrators, 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

<table>
<thead>
<tr>
<th>Appointment:</th>
<th>This appointment will be subject to satisfactory provision of proof of the right to work in the UK.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of work:</td>
<td>35 hours per week, 06:30 until 14:00 Monday to Friday with a 30 minute unpaid break. During the conference season some weekend working will also be required. Overtime, if agreed in advance, will be paid at your normal rate.</td>
</tr>
<tr>
<td>Salary:</td>
<td>£24,316 per annum pro rata. Actual salary £21,276 per annum for 35 hours per week.</td>
</tr>
<tr>
<td>Annual Leave:</td>
<td>38 days per year, this includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the Manager.</td>
</tr>
<tr>
<td>Probation:</td>
<td>Six months</td>
</tr>
<tr>
<td>Notice:</td>
<td>One week, or one month after probation</td>
</tr>
<tr>
<td>Pension:</td>
<td>The College offers membership of the Oxford Staff Pension Scheme (OSPS)</td>
</tr>
<tr>
<td>Meals:</td>
<td>Free lunch is provided on working days, when the post holder works either side of lunch.</td>
</tr>
<tr>
<td>Employee Assistance Programme:</td>
<td>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.</td>
</tr>
<tr>
<td>Bicycle Scheme:</td>
<td>Assistance to purchase a bicycle through a loan scheme.</td>
</tr>
<tr>
<td>Childcare:</td>
<td>St Anne's have an on-site Nursery.</td>
</tr>
<tr>
<td>Volunteering Policy:</td>
<td>St Anne's offer up to two paid days per year to do volunteering activities.</td>
</tr>
<tr>
<td>Other:</td>
<td>Employment is subject to the policies and procedures outlined in the Staff Handbook.</td>
</tr>
</tbody>
</table>
Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (please ask the HR or Accommodation Office for a form).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

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

The closing date is Tuesday 5th December at 12 noon.

If you would like to discuss the role, or have any queries please call us on 01865 274866 / 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/