

## **Casual Scout (College Cleaner)**

### **Job Description**

Department:	Accommodation
Wage:	£12.60 per hour
Hours:	8:30 am – 3pm
Contract type:	Casual
Reporting to:	Accommodation Manager

### **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.

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, 2 Accommodation Administrators, a Head Scout and 21 Scouts (college cleaners).

### **The role**

This is a casual role with no guarantee of being offered any shifts.

#### **Main duties:**

- 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 including ensuite bathrooms.
- 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.

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks. The successful candidate should be prepared to undertake training to equip him or her to discharge the job.

### **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:	We hope the successful applicant will start as soon as possible. The appointment will be conditional on confirmation of eligibility to work in the UK. Further information is available at: <a href="http://www.ukba.homeoffice.gov.uk/workingintheuk/">http://www.ukba.homeoffice.gov.uk/workingintheuk/</a>
Wage:	£12.60 per hour
Hours of working:	Shifts 8:30 am until 3pm weekdays and weekends with a 30 minute unpaid break. This is a casual role with no guarantee of being offered any shifts.

### **How to apply**

If you would like to apply please send us

- an application form (download from our website)
- 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](mailto:recruitment@st-annes.ox.ac.uk)

**Incomplete applications will not be considered. Please ensure your email tells us which role you are applying for and has all 3 of the required documents.**

**The role will remain open until all positions are filled. Early application is recommended.**

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: [Privacy Policy - St Anne's College, Oxford](#)