



**CHRIST CHURCH**  
**FURTHER PARTICULARS**

<b>Job title</b>	Scout
<b>Location</b>	Christ Church
<b>Department</b>	Housekeeping
<b>Salary</b>	£13.16 per hour / £17,108 per annum (pro-rated)
<b>Hours</b>	25 hours per week, Monday to Friday
<b>Contract type</b>	Permanent
<b>Responsible to</b>	House Manager and Deputy House Manager
<b>Application deadline</b>	<b>Please note: Early application is advised</b> as we will be considering applications and scheduling interviews as soon as they are received. This post will remain open until the vacancy is filled
<b>Vacancy reference</b>	SCO001
<b>Additional information</b>	This post is subject to a six-month probationary period  During our busy conference season, some weekend working will also be required.

### Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

### Department information

The Housekeeping Team at Christ Church play a vital role in maintaining a clean, safe and welcoming environment for all students, staff and visitors. Scouts are responsible for the cleaning and upkeep of College accommodation ensuring that the highest standards of hygiene and presentation are consistently met.

During our busy conference season, Scouts are required to work some weekends.

## **Role of the Scout**

The housekeeping cleaners are called Scouts and they are responsible for maintaining the cleanliness and hygiene of student accommodation, communal and any other areas. They also act as a first point of contact for students at the College. Scouts carry out their main duties and responsibilities under the supervision of the Housekeeping Supervisors.

## **Main Duties and Responsibilities**

### **In Term:**

- Vacuum all carpets and sweep other hard surface floors in all common/public areas at least once a week and more often if required
- Maintain all public areas within the staircase including high dusting, dusting, sweeping and vacuuming floors at least once a week
- Clear and dispose of all rubbish from rooms and from public areas and dispose of black plastic bags in the appropriate refuse area on a daily basis
- Where appropriate sweep and clean accessible balconies on a regular basis as required – check them at least weekly
- Clean and polish all brass fittings within the staircase at least weekly
- Clean room sinks and bathroom areas, including taps, toilets, showers and mirrors on at least every other day
- Clean all public bathrooms and toilets on a daily basis
- Vacuum, dust and clean rooms thoroughly, including under and behind furniture and high dusting at least once a week
- Clean kitchen/tea point areas daily. This includes all surfaces and kitchen equipment (ovens, hobs, microwaves, kettles and toasters); floors; tiles etc. Whilst the Scout is not expected to wash up students' crockery, cutlery, pots and pans they should ensure that students are reminded to do this and to report any build-up of washing up to the House or Deputy House Manager immediately

### **At the End of Term:**

- At the end of each term, rooms must be thoroughly spring-cleaned. This should also include the washing down of all paintwork; cleaning the lower inside of windows ready for occupation by guests
- Clean and defrost all staircase and room refrigerators at the end of every term
- Ensure you have clean and de-scaled kettles ready for use together with appropriate crockery and cutlery by the end of term
- Check room folders are complete and up to date by the end of term

### **Out of Term (Conference/Admissions):**

- Vacuum all carpets and sweep other hard surface floors in all common/public areas at least once a week and more often if required. Where appropriate sweep and clean accessible balconies on a regular basis and check for rubbish daily
- Maintain all public areas within the staircase including high dusting, dusting, sweeping and vacuuming floors at least once a week
- Clear and dispose of all rubbish from rooms and from public areas and disposing of black plastic bags in the appropriate refuse area on a daily basis
- Clean room sinks, bathroom areas (including taps, toilets, showers and mirrors) and tea points/kitchens on a daily basis
- Clean all public bathrooms and toilets on a daily basis

- Vacuum, dust and clean rooms thoroughly, including high dusting at least once a week or as soon as rooms are vacated
- Maintain the visual appearance of an attractive room throughout all vacation periods
- Maintain adequate hospitality service by washing-up cups, glasses etc. and replenishing beverage supplies as necessary on a daily basis
- Make beds daily and change linen as instructed by the House Manager and or Deputy House Manager or as soon as rooms are vacated

### **All year round**

- Record and report on the appropriate form, any damage to Christ Church property or any hazard encountered during the performance of your duties. The form should be submitted to the Senior Scout each day before 0900 hrs and/or directly to the House or Deputy House Manager. This includes (but is not limited to) damaged or broken equipment, furniture, fixtures, furnishings or glazing and any hazard or other risk to health and safety
- Ensure all soft furnishings are maintained and kept clean – report any misuse or damage immediately to the House or Deputy House Manager by completing the appropriate form
- Maintain a tidy and clean pantry and linen store room
- Follow the guidelines of the Christ Church recycling scheme and prepare appropriate sacks for collection by the Recycling Quad Scout. Ensure that recycling is not contaminated and separate out any items as necessary to ensure that recycling is maximised
- Prepare the laundry bag for collection by the laundry service weekly as required. Prepare the appropriate forms detailing the contents of bags sent to the laundry. When the clean laundry is returned to the staircase, the Scout will place it tidily in the linen store and account for the returned items and report any missing items
- Replenish the pantry with stock items from the stores as per the procedure which will be explained to you by the House Manager, her Deputy or the Senior Scout
- To provide cover for other Scouts as directed by the House Manager or Deputy House Manager
- To undertake any job-related training requested by the College
- Any other duties commensurate with the role

### **Person Specification**

#### **Essential**

- Good interpersonal skills
- Excellent time management skills
- Excellent work ethic
- Willingness to be flexible

#### **Desirable**

- Previous experience within a housekeeping/cleaning environment

### **Pre-employment screening**

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK (applicants must have current and ongoing right to work in the UK without restrictions as Visa sponsorship is not provided); proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

### **Terms and conditions**

- Salary: £13.16 per hour / £17,108 per annum (pro-rated)
- Working hours: 25 hours per week, Monday to Friday.
- The post-holder will need to have a flexible approach to working hours, as during our busy conference season, some weekend working will be required.

### **Employee benefits**

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding Bank Holidays. Time off in lieu will be given for Public Holidays which fall during term time.
- Employees are entitled to meals without charge when working more than 6.5 hours each day when the kitchens are open
- Generous pension scheme
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

### **How to Apply**

To apply for this position please complete provide the documentation listed below.

**Please note:** Early application is advised as we will be considering applications and scheduling interviews as soon as they are received. This post will remain open until the vacancy is filled.

Application documents should include:

- A completed application form, including the names and addresses of two referees. References will only be taken up for the successful candidate; and
- Equality Opportunities Monitoring Form.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk)

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

### **If you need help**

If you have any questions regarding the application process, please contact [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

### **Important information for candidates**

#### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

#### Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

#### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.