



## CHRIST CHURCH

### FURTHER PARTICULARS

<b>Job title</b>	Senior Scout
<b>Location</b>	Christ Church
<b>Department</b>	Housekeeping
<b>Salary</b>	£13.91 per hour / £21,700 per annum (pro-rated)
<b>Hours</b>	30 hours per week, Monday to Friday
<b>Contract type</b>	Permanent, Part time
<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>	SSC001
<b>Additional information</b>	This post is subject to a six-month probationary period  During busy periods all housekeeping staff will be required to work weekends and this will be notified to the postholder well in advance

#### 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. Senior Scouts and Scouts are responsible for the cleaning and upkeep of College accommodation ensuring that the highest standards of hygiene and presentation are consistently met.

## **Role of the Senior Scout**

The Senior Scout reports to the House Manager and are responsible for supervising the scouts within the Housekeeping team. Each Senior Scout has their area of responsibility and must ensure that all cleaning is carried out safely to the agreed high standards of cleanliness and hygiene.

## **Main Duties and Responsibilities**

- Supervise team members, making regular checks on their work to ensure it is completed to the agreed high standards of cleanliness and hygiene.
- Support team members by assisting with changing of rooms when required.
- Respond to team members' initial enquiries and report any staff issues (performance, safety, welfare and discipline) to their line manager.
- Check every morning that team members have signed in and organise cover in any instances of unexpected absence.
- Ensure that good time keeping is kept by team members and maintain relevant records.
- Liaise with their line manager regarding any cover for holidays or other planned absence.
- Ensure team members are using the correct cleaning materials and equipment safely.
- Assist with the training of team members and maintain relevant records.
- Check that the scouts' pantries and store rooms are kept safe, clean and tidy.
- Ensure rooms and communal facilities and areas are cleaned and prepared on time for occupation for students and conference delegates, including regular and deep cleaning.
- Report any damage, prohibited items or defects within their area of responsibility.
- Report any concerns regarding the safety or welfare of accommodation occupants.
- Attend meetings with the House Manager / Deputy House Manager and team meetings
- Assist the Housekeeping Managers with the management of laundry and linen, and any other consumables.
- Provide cover for colleagues in the Housekeeping team in the event of absence.
- Undertake other duties at the direction of the Housekeeping Managers.

## **Other Duties**

The postholder may be required to undertake other duties at the direction of the Housekeeping Managers.

## **Person Specification**

### **Essential**

- Good verbal and written English communication skills, with ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers, and an ability to handle matters tactfully
- Experience of working as a Cleaning Supervisor or a Scout.
- Trained in Health and Safety and Manual Handling.
- Trained in COSHH.
- Eye for detail and an understanding of what 'working to a high standard' looks like.
- Good interpersonal skills enabling effective translation of problems into practical solutions.
- Able to supervise the work of others and work effectively as part of a team.
- Experience of developing and implementing new ways of working efficiently and effectively.
- For conference and student accommodation, to interoperate information and data on daily sheets to prioritise the cleaning of rooms.
- Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems.
- Ability to work to deadlines, well organised, flexible work duties and with changing priorities, whilst remaining calm under pressure.
- Ability and willingness to learn new skills .
- Team working and people management skills
- Ability to maintain confidentiality when dealing with sensitive situations.
- Reliable, honest and trustworthy.
- Willing to undertake training as provided by the College or external provider.

### **Desirable**

The post-holder will ideally possess:

- Experience in a University, College or similar environment and empathy for its operations and practices.

### **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: £13.91 per hour / £21,700 per annum (pro-rated). Salaries are reviewed on an annual basis.
- Working hours: 30 hours per week, Monday to Friday. This is a permanent, part-time appointment available for an immediate start.
- During busy periods all housekeeping staff will be required to work weekends and this will be notified to the postholder well in advance.

### **Employee benefits**

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding Bank Holidays (5 days are normally allocated for the Christmas closure period). Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1 January to 31 December.
- Employees are entitled to meals without charge when working more than 6.5 hours each day when the kitchens are open
- Generous pension scheme. This post is eligible for membership of the OSPPS pension scheme.
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development.
- Free annual flu jab.
- The opportunity for eligible staff to participate in our Cycle to Work Scheme / Bike Loan with monthly deductions from salary.
- Season ticket loans – a discounted travel scheme is available with monthly deductions from salary.
- Sports Facilities – access to the University Sports Club.
- University Card – provides a range of other employee benefits and discounts and 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.