CHRIST CHURCH
UNIVERSITY OF OXFORD

Job Description

Job title	Scout Supervisor
Location	Christ Church
Department	Housekeeping
Salary	£24,080 per annum prorated
Hours	30 hours per week
Contract type	Permanent
Responsible to	House Manager and Deputy House Manager
Application deadline	**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
Vacancy reference	SCO001
Additional information	This post is subject to a four-month probationary period During our busy conference season, 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.

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 busy periods all housekeeping staff will be required to work weekends, this will be notified to you well in advance.

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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 daily supervision of the Housekeeping/Scout Supervisors as directed by the housekeeping managers

The Scout Supervisor Role
Reporting to the Housekeeping Manager, the Scout Supervisors are responsible for supervising the scouts within their team, and area of responsibility, to ensure that cleaning is carried out safely to the agreed high standards of cleanliness and hygiene.
Duties

- 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. The Housekeeping/ Scout Supervisor needs to show flexibility and a willingness to help wherever required in cleaning of rooms alongside the scouts.
- Respond to team members' initial enquiries and report 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.
- Daily room checks as per inspection schedule
- Fixture & Fittings monitoring
- Check scouts' pantries and store are kept safe, clean and tidy.
- Ensure rooms, and communal facilities and areas are cleaned and prepared on time for occupation by 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 Housekeeping Manager / Deputy 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 Department in the event of absence.
- Undertake other duties at the direction of the Housekeeping Managers

Other Duties

The post-holder may be required to undertake other duties at the direction of the Housekeeping Managers.

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 in a College environment.
- 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.

Terms and Conditions

This is a permanent appointment, available for an immediate start.

The post is part time, 30 hours per week, Monday to Friday. During busy periods all housekeeping staff will be required to work weekends, this will be notified to you well in advance.

The current salary is £32,108 per annum FTE / £15.43 per hour. £24,080pa annum prorated for 30 hours a week. Salaries are reviewed on an annual basis.

The post is eligible for membership of the OSPS pension scheme.

Benefits:

Annual leave: The college offers an annual leave entitlement of 25 working days (five days to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. 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 1st January to 31st December.
Free Meal: When on duty, a meal is provided free of charge when you work more than 6.5 hours a day and when the kitchens are open.
Pension: The post is eligible for membership of the OSPS Pension Scheme
Employee Assistance Programme. Free annual flu jab.
Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.
Cycle to Work Scheme / Bike Loan: Monthly deductions from salary.
Sports Facilities: Access to the University Sport club. University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website.

The appointment is subject to a probationary period of four months and satisfactory references. An Enhanced DBS check is required for this role. Christ Church meets the cost of this. You will be required to submit to a medical form.

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

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. 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.