



CASUAL SCOUT (Summer)

Job title:	Casual Scout for the Summer
Hours:	Variable
Salary:	£12.21
Contract Type:	Casual
Responsible to:	Housekeeper/ Accommodation Manager

Additional information: Casual housekeeping staff are needed from mid-June to the end of September to cover the busy Conference period.

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Key Responsibilities & Duties

Responsibilities

- To be responsible for cleaning and maintenance of bedrooms to the required standard as instructed by the Housekeeper/ Accommodation manager or Supervisor. This will include changing linen and remaking beds during conference periods and replenishing conference items.
- To prepare and remake bedrooms for conference departures and arrivals.
- To work with the Accommodation team to undertake the spring clean and deep cleaning programmes throughout the College, including meeting rooms and student bedrooms.

Communal Areas

- To maintain toilets, showers and bathrooms to the required standard of cleanliness, including the floor area, windows, walls, all fixture and fittings, etc empty bins, and replace toilet rolls when required

General

- To notify the Accommodation Team of any problems that may affect the smooth running of the College (e.g. safety issues, welfare issues and maintenance issues, etc)
- To undertake such other duties, consistent with the purpose of the job, as may be assigned from time to time by the Accommodation team

Selection Criteria

Essential

- A proven ability to work as a member of a team
- The ability to follow instructions and work efficiently in a busy environment
- Fluency and accuracy in written and spoken English
- Effective communication skills
- Honest, reliable and hard working
- Attention to detail
- Ability to work under pressure

Desirable

- Previous experience in a cleaning role

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to hr@hmc.ox.ac.uk by 12 noon on the application deadline of 20th May 2025. Interviews are expected to take place on 23rd May 2025

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.