



**Harris  
Manchester  
College**  
UNIVERSITY OF OXFORD

## **Head Scout (Housekeeping Supervisor)**

### **Job description and Further Particulars**

<b>Job Title:</b>	Head Scout (Housekeeping Supervisor)
<b>Hours:</b>	Full time: 37.5 hours per week Occasional weekend, evening and bank holiday work may be required.
<b>Salary:</b>	£24,356.76 per year
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Deputy Housekeeper and Accommodation & Housekeeping Manager

### **About 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>

### **Overview of the Post**

Harris Manchester College has 83 rooms in which it provides onsite accommodation for both undergraduate and graduate students.

You will be part of a team of 9 lead by the Accommodation & Housekeeping Manager and the Deputy Housekeeper, who are collectively responsible for delivering cleaning demands in the college.

**Cleaning is required daily during termtime. The frequency of non-term time cleaning is dependent on the level of conference activity taking place on the college site. You will have specific cleaning duties, and in addition will be required to provide cover for other members of the team as required.**

### **Key Responsibilities & Duties**

- **Providing support to the Accommodation Manager and the Deputy Housekeeper, including deputising for the Deputy Housekeeper in their absence.**
- **Along with the Deputy Housekeeper provide cover for absences in the team.**
- **Clean meeting rooms, the Farmington Institute, and communal spaces first thing in the morning. Ensure these spaces are checked following events and any remedial cleaning and tidying is completed.**
- **Clean the outside the buildings to ensure their appearance is maintained to an acceptable level.**
- **Manage the daily in-house laundry, which will involve processing linen collected by the scouts.**
- **Manage the external Laundry in liaison with the designated supplier (twice weekly collections during term time).**
- **Monitor the linen room, keeping it clean and well-organised.**
- **Manage stock in team members' cleaning cupboards and prepare a weekly cleaning supplies order for the Deputy Housekeeper.**
- **Conduct a weekly check on student fridges, discarding any out-of-date items.**
- **In conference season, turn-around conference room and ensure that all rooms are cleaned to a high standard.**
- **Other duties commensurate with the role as instructed by the Deputy Housekeeper or Accommodation & Housekeeping Manager**

**In execution of these roles and responsibilities, you will, always:**

- **Comply with the college's policies and procedures, including those relating to purchasing and financial procedure.**
- **Abide by local rules and codes of practice about Health and Safety.**

### **Selection criteria**

#### **Essential selection criteria**

1. **Excellent customer service skills, including great communication skills and a willingness to help with a "can do" and friendly attitude.**
2. **Previous experience as a cleaner or housekeeper.**
3. **High standards of personal hygiene.**
4. **The ability to remain calm under pressure, while providing excellent customer service to all.**
5. **Self-motivated, hardworking and a good team player.**
6. **Punctuality, reliability, and flexibility about working hours.**

7. Ability to work shifts including evenings, weekends, and public holidays as the demands of the role require.
8. Good attention to detail to spot missed work or where work is needed.

#### Desirable selection criteria

1. Experience of working in a similar customer facing role
2. Awareness of Health & Safety issues in a professional cleaning context.

## How to Apply

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 provide the details of two referees.

The above should be submitted by email to the [HR Officer](#) by 12 noon on the application deadline of **26 June 2024**.

## Important information for candidates

#### Benefits and conditions

1. Salary of £24,356.76 pa
2. Working hours are 37.5 hours per week, with standard hours being worked Monday to Friday. The post-holder will need to have a flexible approach to working hours during busy periods and occasional weekend working may be required for which time off in lieu will be granted.
3. Free meals when on duty
4. Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust).
5. Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term time.

#### Data Privacy

Please note that any personal data submitted to the University 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: [Harris Manchester College Data Protection Policy](#)

#### Equal Opportunity

Harris Manchester College is an Equal Opportunities 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 provision of proof of the right to work in the UK.