

DOMESTIC CLEANER – PART TIME

FURTHER PARTICULARS OF THE JOB

JOB DESCRIPTION

Main Purpose of Job: To provide a high standard of cleaning service and assistance with other general tidying duties.

Relationships:

1. Responsible to: Housekeeping Manager and Housekeeping Supervisors
2. Liaison with: Students/Fellows/Staff/ Accommodation Office/Events & Conference Office/Maintenance/Lodge

Main Tasks of Job

- a. Regular cleaning of single accommodation and communal areas/guest rooms as well as any other College area as per the cleaning schedules; i.e., toilets, kitchens, corridors, offices.
- b. Cleaning and preparation of accommodation for new occupants as required, including for the conference visitors during the summer.
- c. Spring-cleaning of couples and family accommodation, including domestic houses on the College site, when vacated and before new occupants take up residence.
- d. Making of beds and replacing linen items / curtains when required.
- e. Working in the laundry room as required.
- f. Other areas of the College/offices/library
- g. Any other duties, which may be required by the Housekeeping Supervisors or Housekeeping Manager.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications Knowledge Skills Work Experience	<ul style="list-style-type: none"> • Good standard of general education • Demonstrable experience in undertaking a range of cleaning duties • Ability to work in an organised and methodical manner and to a high standard • Good interpersonal skills with the ability to communicate positively and effectively • Willingness and ability to become familiar with and work within Wolfson College guidelines • Willingness to take personal responsibility for standard of work carried out • Physical stamina sufficient to perform a range of cleaning duties 	<ul style="list-style-type: none"> • Health and Safety training • COSHH training • Manual handling training
Personal Qualities	<ul style="list-style-type: none"> • Initiative • Awareness of the requirements of confidentiality • Ability to work well in a team and also with minimal supervision 	<ul style="list-style-type: none"> • Flexibility to work additional hours if necessary

TERMS AND CONDITIONS:

Appointment:	The post is available immediately. It is part-time and permanent with a standard 3 months' probation.
Hours:	Working hours are 20 hours per week, which are normally between 9.30 am and 2:00 pm Monday to Friday, including a 30 minutes' unpaid lunch break.
Training:	The Domestic Cleaner will be expected to participate in all required training.
Annual Leave Entitlement:	31 days <i>pa</i> plus 8 Bank Holidays, pro-rata for part-time work.
Salary and Benefits:	The actual salary is £11,898 per annum for part-time hours, (FTE £23,795 <i>pa</i>). Free lunch within allowance while on duty, free parking, attractive workplace pension scheme.
Notice period:	1 week during probation, 1 month thereafter
Other conditions	The post is subject to providing evidence of the right to work in the UK, satisfactory references, completion of the health questionnaire and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website at www.wolfson.ox.ac.uk/policies/data-protection-policy.

APPLICATION:

Applications should include an application form and a covering letter explaining why you are interested in this post, why you are leaving your current position (if applicable) and how you meet the selection criteria. Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to recruitment@wolfson.ox.ac.uk.

Applications will be assessed as they are received.