

**JOB DESCRIPTION - HOUSEKEEPING ASSISTANT**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | | |
| Title of Post | | Housekeeping Assistant |
| Purpose of Role | | To maintain high standards of cleanliness within the college and look after the student houses. |
| Department | | The successful candidate will be part of a diverse team, consisting of 17 Housekeeping Assistants all working to maintain our excellent standards. |
| Reporting Structure | | The Housekeeping Assistant will report to the Housekeeping Manager.  In the absence of the Housekeeping Manager, the Housekeeping Assistant reports to Deputy Housekeeper. |
| Key Responsibilities | | The principal duties relate to one or more student residences, as assigned.  **Daily** (while students are in residence)   1. Clean all public areas to include stairs, landings and front entrance to the house. 2. Clean all bathrooms, toilets and replenish supplies 3. Empty all bins and wash out if necessary 4. Clean student bedrooms on a daily basis to include cleaning washbasins, hovering and dusting. 5. Clean out washing machine and dryer filters 6. Warden’s cleaning (½ hour in the warden’s quarters daily or as per arrangement not to exceed 2.5 hours per week) 7. Clean common room and kitchens 8. Report any maintenance problems or housekeeping issues to the Supervisor 9. Report to wardens and Head Housekeeper any damages in rooms. Also any concerns you may see over the state of a student’s room.   **Weekly**   1. Clean all paintwork in all areas 2. Issue clean laundry every Tuesday/Wednesday and strip beds. All dirty laundry to be counted and put into laundry bags for pick up on Tuesday and Fridays. Beds may require stripping and remaking especially in the summer months and the start of new terms. 3. Clean laundry to be counted and put away into the laundry cupboard every Tuesday and Thursday. Laundry sheet to be given in at the Housekeeping office. 4. Clean irons and fridges 5. Deep clean toilets / shower areas and change shower curtains 6. During the week check all soft furnishings/curtains and bedding if any need attention or replacing please advise your supervisor.  Termly  1. Spring clean all bedrooms to include pulling out of beds etc 2. All paintwork to be washed 3. Wash all under blankets and shower curtains. 4. Descale kettles, defrost fridges and clean inside and behind. 5. Any soft furnishing or carpets that need cleaning please report to your supervisor to be cleaned.   **Other**  Undertake other appropriate duties as required. (These may be in any of the College’s premises).  **Note: - No cleaning in warden’s areas when houses are closed.** |
| **TERMS AND CONDITIONS** | | |
| Terms of Employment | | Part-time, permanent contract |
| Place of Work | | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | | 20 hours per week. Normal hours of work are between the hours of 09.00 to 13.00. There will be regular work on Saturdays during the months of June to August. |
| Probationary Period | | 6 months |
| Notice Period | | 1 month |
| Salary / Pay | | Starting salary £9,929.97 per annum (£9.55 per hour), which is grade 2, point 3 of the St. Clare’s Scale for Housekeeping staff. |
| Holidays | | 29 days (this includes 17 days’ holiday entitlement, normal public holidays and the period between Christmas and New Year, when the College is closed). + |
| Pension | | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution |
| Life Assurance | | Death in service benefit is four times annual salary |
| Meal | | A free lunch is provided in the College dining room or The Sugar House café on working days and when students are in residence. |
| Benefits | | Free bus pass |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | | |
| Education and qualifications | | * Health & Safety certificate (D) * Manual Handling training (D) * Care of Substances Hazardous to Health (COSHH) (D) |
| Knowledge, skills and experience | | * Awareness of the health and safety issues in a domestic environment **(E)** * Good communication skills and a friendly manner for dealing with students and staff **(E)** * Cleaning experience in a hospitality or hotel environment **(E)** |
| Personal skills and attributes | | * A personable, positive and flexible approach **(E)** * Capable of working independently and under his/her own initiative **(E)** * Discretion, confidentiality and reliability **(E)** * The ability to establish effective working relationships with colleagues and to be a good team member **(E)** * Capable of undertaking some moderately strenuous duties (e.g. standing for long periods and lifting) **(E)** * Motivated, hardworking and enthusiastic individual who pays close attention to detail **(E)** * Strong organisational and time management skills **(E)** * The ability to communicate clearly and effectively with a wide range of people **(E)** * Good all-round communication skills in English **(E)** * Takes pride in working for St. Clare’s and maintains a presentable working environment. |
| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | | |
| References | | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| Health questionnaire | | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | | Prohibition order checks will be carried out for all teaching positions. |
| **HOW TO APPLY** | | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/Jobs](http://www.stclares.ac.uk/Jobs).  CVs will only be accepted if accompanied by a St Clare’s application form. | |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) | |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL | |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) | |
| Deadline for applications | 10am Friday 10th May 2019 | |