



## 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.*

JOB SPECIFICATION	
Title of Post	Housekeeping Assistant (Part time)
Purpose of Role	To maintain high standards of cleanliness within the college and look after student houses.
Reporting Structure	The Housekeeping Assistant will report to the Head of Housekeeping.
Key Responsibilities	<p>The principal duties relate to one or more student residences, as assigned.</p> <p><b>Daily (while students are in residence)</b></p> <ol style="list-style-type: none"> <li>1. Clean all public areas to include stairs, landings and front entrance to the house.</li> <li>2. Clean all the bathrooms, toilets and replenish supplies</li> <li>3. Empty all bins and wash out if necessary</li> <li>4. Clean student bedrooms on a daily basis to include cleaning washbasins, hoovering and dusting.</li> <li>5. Clean out washing machine and dryer filters</li> <li>6. Clean common room and kitchens</li> <li>7. Report any maintenance problems or housekeeping issues to the Head of Housekeeping</li> <li>8. Report to House Parents and Head Housekeeper any damages in rooms or concerns you may see over the state of the student's room</li> </ol> <p><b>Weekly</b></p> <ol style="list-style-type: none"> <li>1. Clean all paintwork in all areas</li> <li>2. Issue clean laundry every Monday/Tuesday and strip beds. All dirty laundry to be counted and put into laundry bags for pick up on Tuesday and Thursdays. Beds may require stripping and remaking especially in the summer months and the start of new terms</li> <li>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.</li> <li>4. Clean irons and make fridge checks for out of date food and clean</li> <li>5. Deep clean toilets/shower areas and change shower curtains</li> <li>6. During the week check all soft furnishings/curtains and bedding if any need attention or replacing please advise your manager</li> </ol> <p><b>Termly</b></p> <ol style="list-style-type: none"> <li>1. Spring clean all bedrooms to include pulling out of beds etc</li> <li>2. All paintwork to be washed</li> <li>3. Wash all under blankets and shower curtains</li> <li>4. Descale kettles, defrost fridges and clean inside and behind</li> <li>5. Any soft furnishing or carpets that need cleaning please report to Head of Housekeeping to be cleaned</li> </ol> <p><b>Other</b></p>

	Undertake other appropriate duties as required. (These may be in any of the College's premises).
<b>TERMS AND CONDITIONS</b>	
Terms of Employment	Permanent, Part time
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	20 hours per week. Normal working hours are between 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 at £11.33 per hour Grade 2 Point 3 on the St Clare's Scale for Housekeeping Staff
Holidays	22 days annual holiday entitlement plus bank and public holidays and the period over Christmas when the College is closed
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Life Assurance	Death in service benefit is four times annual salary
Meal	A free lunch is provided in one of the College outlet units on working days and when students are in residence.
<b>PERSON SPECIFICATION</b>	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> <li>• Health and Safety Certificate (D)</li> <li>• Manual Handling Training (D)</li> <li>• Care of Substances Hazardous to Health (COSHH) (D)</li> </ul>
Knowledge, skills and experience	<ul style="list-style-type: none"> <li>• Awareness of health and safety issues in a domestic environment (E)</li> <li>• Good communication skills and friendly manner for dealing with students and staff (E)</li> <li>• Cleaning experience in a hospitality or hotel environment (E)</li> </ul>
Personal skills and attributes	<ul style="list-style-type: none"> <li>• A personable, positive and flexible approach (E)</li> <li>• Capable of working independently and under his/her own initiative (E)</li> <li>• Discretion, confidentiality and reliability (E)</li> <li>• The ability to establish effective working relationships with colleagues and to be a good team member (E)</li> <li>• Capable of undertaking some moderately strenuous duties (e.g. Standing for long periods and lifting) (E)</li> <li>• Motivated, hardworking and enthusiastic individual who pays close attention to detail (E)</li> <li>• Strong organisational and time management skills (E)</li> <li>• The ability to communicate clearly and effectively with a wide range of people (E)</li> <li>• Good all-round communication skills in English (E)</li> </ul>

	<ul style="list-style-type: none"> <li>• Takes pride in working for St Clare's and maintains a presentable working environment (E)</li> </ul>
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**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.*

<i>References</i>	<i>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.</i>
<i>Identity, right to work and qualifications</i>	<p><i>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</i></p> <p><i>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</i></p> <p><i>If you don't already have the legal right to work in the UK, we strongly recommend that you use the <b>Home Office website</b> to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</i></p>
<i>Police checks / DBS</i>	<i>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.</i>
<i>Health questionnaire</i>	<i>Satisfactory completion of a health questionnaire.</i>

<b>HOW TO APPLY</b>	
Applications	Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/recruitment">www.stclares.ac.uk/recruitment</a> .  CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a> Tel: 01865 552031
Deadline for applications	