

JOB DESCRIPTION – Housekeeping Assistant

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Housekeeping Assistant
Purpose of Role	To work as a member of a team maintaining high standards of cleanliness within the College and looking after student accommodation in boarding houses.
Department	<p>The Housekeeping team is a diverse team, consisting of 17 Housekeeping Assistants working together to maintain excellent standards in all areas of the College.</p> <p>Housekeeping Assistants are allocated to one or more student residences, although flexibility is required to ensure cover during busy periods and colleagues' absence and Housekeeping Assistants may be required to work in any of the College's premises.</p>
Reporting Structure	Reports to the Housekeeping Manager and then to the Bursar.
Key Responsibilities	<p>Daily (while students are in residence)</p> <ul style="list-style-type: none"> • Clean all public areas including stairs, landings, and the front entrance to the residence. • Clean all bathrooms, toilets, and replenish supplies. • Empty all bins and wash out if necessary. • Clean student bedrooms. The includes cleaning washbasins, ensuites where applicable, vacuuming and dusting. • Clean out washing machine and dryer filters. • Clean common room and kitchen areas. • Report any maintenance problems or housekeeping issues to the Housekeeping Manager. • Report any damage or concerns about the condition of rooms to the House Parent and Housekeeper Manager. <p>Weekly</p> <ul style="list-style-type: none"> • Clean paintwork in all areas. • Issue clean laundry every Monday or Tuesday as appropriate and strip beds of existing linen. Count dirty laundry and place in laundry bags for collection every Tuesday or Thursday. Beds may require stripping and remaking more frequently especially in the summer months. • Check and count clean laundry and store in the laundry cupboard every Tuesday or Thursday as appropriate. Return the laundry stock sheet to the Housekeeping office. • Clean irons and fridges. • Deep clean toilets and shower areas and change shower curtains. • Check all soft furnishings, curtains, and bedding and report any needing attention or replacing to a supervisor or the Housekeeping Manager. <p>Termly</p> <ul style="list-style-type: none"> • Spring clean all bedrooms moving beds and other items of furniture where possible. • Wash all paintwork. • Wash all under blankets and shower curtains. • Descale kettles, defrost, and clean inside and behind each fridge.. • Check all soft furnishings, curtains and carpets and report any that need additional attention/cleaning to the Housekeeping Manager.

	While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Housekeeping Assistant may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.
PERSON SPECIFICATION	
<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"> • Health & Safety certificate (D) • Manual Handling training (D) • Care of Substances Hazardous to Health (COSHH) training (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Awareness of health and safety issues in a domestic environment (E) • Experience in a hospitality or customer care environment (E)
Personal skills and attributes	<ul style="list-style-type: none"> • A personable, positive, and flexible approach (E) • Reliable with the ability to work independently and under own initiative (E) • Discretion and the ability to maintain confidentiality (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 (E) • Good attention to detail and providing excellent customer service (E) • Strong organisational and time management skills (E) • Good communication skills with the ability to communicate clearly and effectively In English with a wide range of people (E) • Takes pride in their work and strives to maintain a well-presented environment to live and work in (E) • A commitment to safeguarding students in line with College policies and procedures (E)
TERMS AND CONDITIONS	
Terms of Employment	Part-time, permanent, all year-round position
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>Typically, Housekeeping Assistants work between 20 hours and 30 hours a week.</p> <p>Normal hours of work for the team are between 9.00am and 1.00pm Monday to Friday but there is flexibility to work a different pattern although attendance on every day is important.</p> <p>There will be also be regular work available on Saturdays during the summer months (June to August) for which overtime is payable.</p>
Probationary Period	Six months
Salary/Pay	From 1 st September 2024, salary will be based on £12.80 per hour. Salaries are reviewed annually with any increase normally effective from 1 st September.
Holiday	Full time holiday is 26 days per annum (of which 4 days must be taken between 24 th December and 1 st January inclusive each year when the College is closed) plus bank/public holidays.

	Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance • The College offers a confidential 24/7 Employee Assistance Programme • A cycle to work scheme is offered

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	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>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.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website 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.</p>
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.

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	<p>This role will close 3rd July 2024</p> <p>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.</p>
Interviews	Interviews will take place in the week beginning 8 th July 2024