



## College Scout

### Job Description Further Particulars

|                        |                                                                                       |
|------------------------|---------------------------------------------------------------------------------------|
| <b>Job title</b>       | College Scout                                                                         |
| <b>Hours:</b>          | 16 hours per week to be split on Mondays, Fridays, Saturdays & Sundays<br>09.30-13.30 |
| <b>Salary:</b>         | £11,697.92 per annum                                                                  |
| <b>Contract Type:</b>  | Permanent                                                                             |
| <b>Responsible to:</b> | Housekeeper/ Accommodation Manager                                                    |

## 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 Post

As a College Scout at Harris Manchester College, you will play a vital role in maintaining a clean, safe, and welcoming environment for all students, staff, and visitors. You will be responsible for the cleaning and upkeep of College accommodation, meeting rooms, dining areas, and public spaces, ensuring the highest standards of hygiene and presentation are consistently met.

## Key Responsibilities & Duties

### Responsibilities

- To be responsible for cleaning and maintenance of bedrooms to the required standard as instructed by the Housekeeper/ Accommodation manager or Supervisor. This will include the change of linen and remake beds during conference periods and replenish conference items.
- To Depart Conference bedrooms and remake for Conference arrivals.
- To work with the Accommodation team to undertake the spring clean and deep cleaning programmes throughout the College, including, meeting rooms and student bedrooms.

### Communal Areas

- To Maintain toilets, showers, and bathrooms to the required standard of cleanliness, including the floor area, windows, walls, all fixture, and fittings, etc., empty bins, and replace toilet rolls when required.

### General

- To notify the Accommodation Team, of any problems that may affect the smooth running of the College (e.g. safety issues, welfare issues, and maintenance issues, etc.).
- To undertake such other duties, consistent with the purpose of the job, as may be assigned from time to time by the Accommodation team.

## Selection Criteria

### Essential

- Ability to maintain high standards of cleanliness and presentation, with a keen eye for detail.
- Capability to prioritise tasks, manage time effectively, and complete assignments efficiently within a set schedule.
- Ability to understand and follow instructions, communicate clearly with staff and students in a busy environment.
- Familiarity with health and safety regulations, particularly relating to safe cleaning practices.

### Desirable

- Willingness to adjust hours or tasks to support the College's needs during peak periods or events.
- Understanding of working in academic and student accommodation setting.

# Appointment Procedure

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 include the details of two referees.

The above should be submitted by email to [hr@hmc.ox.ac.uk](mailto:hr@hmc.ox.ac.uk) by 12 noon on the application deadline of 28<sup>th</sup> of September 2026. Interviews are expected to take place on the 30<sup>th</sup> of September 2026.

## Benefits and Conditions

- Free lunches when on duty, and when the kitchen is serving meals to staff.
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days plus bank holidays (prorate for part-time staff), normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.

## Important Information for Candidates

### Data Privacy

Please note that any personal data submitted to the College 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](#).

### Equal Opportunity

Harris Manchester College is an Equal Opportunity 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.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

### Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.