



## College Scout

### Job Description and Further Particulars

<b>Job title:</b>	College Scout
<b>Hours:</b>	15 hours per week to be split as 3 hours Tuesdays-Saturday
<b>Salary:</b>	£9, 742.20 a year (£12.49 per hour)
<b>Contract Type:</b>	Permanent
<b>Responsible to:</b>	Accommodation and Housekeeping 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

- Daily cleaning: Perform thorough cleaning, to a high standard of of College areas including public rooms, offices, toilets and bathrooms, corridors, kitchens, student rooms and other areas as directed by your line manager
- Routine Upkeep: Daily removal of rubbish and emptying of bins as directed and ensuring areas are well-stocked with necessary supplies and maintain records of inventory levels for reordering purposes.
- Work effectively and collaboratively with other members of the housekeeping team and assist with additional tasks as needed during busy periods.
- Adhere to all health and safety guidelines, using cleaning products responsibly and reporting any hazards or maintenance needs.
- Assist in the preparation of rooms and facilities for College events, meetings, and functions.
- Provide friendly and courteous service to students, staff, and visitors, answering basic inquiries and directing more complex requests to the appropriate person.
- Undertaking such other duties as your line manager or their equivalent may reasonably require

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within Harris Manchester and the overall objectives of the College.

### **Physical Requirements**

This position may require standing, walking, and moving for extended periods, along with bending, lifting, and handling cleaning equipment and supplies.

## Selection Criteria

### **Essential**

- Previous experience in a housekeeping, janitorial, or cleaning role, preferably within a hospitality, educational, or similar setting.
- 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.
- Fitness to handle the physical demands of the job, including repetitive movements, lifting, and prolonged standing.
- Familiarity with health and safety regulations, particularly relating to safe cleaning practices.
- Demonstrated ability to work collaboratively within a team environment while also handling tasks independently.

- Ability to understand and follow instructions, communicate clearly with staff and students, and handle any inquiries.

#### **Desirable**

- Previous experience working in an academic or student accommodation setting is an advantage particularly within a collegiate setting.
- Willingness to adjust hours or tasks to support the College's needs during peak periods or events.
- Good interpersonal skills and a commitment to providing excellent service in a courteous and respectful manner.
- Enthusiasm for gaining additional training in housekeeping and hospitality practices, if required

## 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 29 November 2024. Interviews are expected to take place on the week commencing the 2 December 2024.

## Benefits and Conditions

- Free meal when on duty
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days plus bank holidays, 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.

#### **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.

### **Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Regular manual handling
- Work with allergens, E.g. pollen, dust, or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:

