## St Hilda's College

St Hilda's is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College also has properties on the Iffley and Cowley Roads and at Norham Gardens and St. Giles. The College has an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 220 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth.

## Main Duties and Responsibilities

1. Cleaning of student bedrooms, meeting spaces, offices and communal areas.
2. Supervision of cleaning staff focussing on standards of cleanliness and performance.
3. Working with the Accommodation and Housekeeping Manager to monitor staff leave, timekeeping and absence.
4. Working as part of a team of housekeeping supervisors, as well as working well with the Accommodation and Housekeeping Manager, Catering Team, Lodge, Events Team and the wider College community.
5. Assist in ensuring all equipment, e.g. hoovers, carpet cleaners etc, is in safe working order and report any defects to the Accommodation and Housekeeping Manager and/or Domestic Bursary Support Assistant.
6. Assist the Accommodation and Housekeeping Manager in reviewing work schedules and planning schedules to cover College activities, including conferences and events, deep cleaning, contract cleaning etc.
7. Placing requests for cleaning materials, receiving deliveries and ensuring correct storage and assisting with annual stock checks.
8. Ensure all rooms are checked as ready prior to occupancy by students and guests.
9. Undertake any necessary training.
10. Ensuring that all staff are aware of and adhering to health and safety policies and procedures
11. Organising laundry collections and checking and sending laundry as required.
12. Work flexibly without supervision and as part of a team as required.

*The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager.*
Selection Criteria

Essential knowledge, skills and experience
• Previous experience in a cleaning environment
• A methodical approach to cleaning that is organised, efficient and thorough
• Ability to implement and adhere to standards and procedures
• Good interpersonal skills and communication skills
• The ability to work in work environments that are openly diverse
• The ability to work on own initiative
• Ability to work effectively in a team
• A flexible approach to hours and duties
• A positive and approachable manner

Desirable knowledge, skills and experience
• Previous experience of managing a team

Conditions of Employment
• Annual salary £24,128 (£11.60 per hour).
• This is a permanent post with a contributory pension scheme.
• The post is full-time (40 hours a week), however this role will have not have a fixed working pattern and will require the post holder to work their hours flexibly. Therefore, some out of hours and weekend working will be required, and the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
• There is a paid holiday entitlement of 33 days per year, including public holidays.
• A meal is provided free of charge when on duty, provided the College kitchen based in Cowley Place, is open.
• The post is subject to a 6-month probationary period, with 1 month’s notice on either side.

How to Apply
To apply, please complete an application form and send it to the HR Manager:
recruitment@st-hildas.ox.ac.uk

Updated October 2022