<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Operations Assistant</th>
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<tbody>
<tr>
<td><strong>Line Manager</strong></td>
<td>Domestic Bursary Co-ordinator</td>
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<td><strong>Team</strong></td>
<td>Domestic Bursary</td>
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<tr>
<td><strong>Salary / Grade</strong></td>
<td>£25,948 per annum</td>
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<td></td>
<td>Equivalent to University Grade 3 National Spine Point 18 (Stage 8)</td>
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<td><strong>Main purpose of role</strong></td>
<td>Working as part of the busy Domestic Bursary Team</td>
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<td><strong>Contract Type</strong></td>
<td>Full time (40 hours per week) / Permanent</td>
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<td><strong>Summary of responsibilities and duties</strong></td>
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<tr>
<td></td>
<td>• Cleaning and Waste management</td>
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<tr>
<td></td>
<td>• Moving items, room moves, room setup</td>
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<td></td>
<td>• Assisting with use of Evac chairs</td>
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<td></td>
<td>• Driving the College van in support of the above</td>
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<td></td>
<td>• Supporting the wider Domestic Bursary Team</td>
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**Duties and Responsibilities:**

**Movement of items, room moves and room set up**
- Moving heavy items, including but not limited to, beds, chairs, mattresses, wardrobes, tables, cabinets, white goods
- Moving equipment and furniture between rooms, buildings, College properties and other locations as required. This may include boxing and moving appliances, equipment, books and boxes.
- Assisting with emptying and decluttering of College storage rooms
- Assisting with moving items into and from College storage rooms
- Moving linen bags to appropriate areas for pick-up/storage as required.
- Assisting the Catering and Front of House Manager with room setups for conferences and events etc. as required.
- Assisting the Accommodation and Housekeeping Manager with set up and furniture moves for changed room use as required.
- Moving and storing housekeeping store deliveries as required.
- Assisting the Lodge Team with moving and delivery of heavy parcels as required.

**Cleaning and Waste Management**
- Cleaning any designated (internal and external) areas of the College as required, including cleaning windows using pole systems, internal and external cobwebbing using extending cobweb brushes etc.
- Undertaking cleaning at height (following appropriate training) with safe ladder use. To include cleaning of light fittings, chandeliers, curtain fittings etc.
- Collecting rubbish and transferring to appropriate bins and collection areas and moving bins as required
- Removing cigarette ends from porch areas, empty cigarette bins
- Cleaning of gym and gym equipment
- Ensuring that equipment and materials are used in compliance with College risk assessments and appropriate legislation & regulations.
- Carpet and floor cleaning as required.
• Cleaning punts and outdoor furniture, including removal of water from punts when required.

Miscellaneous
• Assisting in use of Evac chairs in case of fire or emergency (training will be given)
• Driving College vehicles to assist with moving items across and between College sites (a valid driving licence to drive vehicles in the UK is required).
• Hanging curtains and blinds.
• Assisting the Domestic Bursary Team as required.
• Distribution of toasters, kettles, replacement lights etc to student rooms, offices etc as required.
• Reporting damages, breakages and other issues.
• Assisting alumnae and conference guests with luggage if required
• Performing other related duties of a similar nature as required to provide the provision of an effective and efficient service across all College properties at all times.

Appropriate training will be given where necessary, including working at height and manual handling.

Selection Criteria:

Essential Skills, Experience and Attributes:

• Ability to work well as part of a team
• A valid driving licence to drive vehicles in the UK
• Ability to follow basic written and spoken instructions in English.
• Ability to work flexibly and adaptably
• Ability to use own initiative
• Ability to lift heavy items including items of furniture
• Willingness to undertake ladder training

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

Conditions of Employment
• Salary: £25,948 per annum - equivalent University Grade 3, Spine point 18 (stage 8)
• Permanent, full-time post (40 hours per week)
• Contributory pension scheme (OSPS)
• Annual leave: 33 days per year, including public holidays
• A meal is provided free of charge when on duty
• The post is subject to a 6-month probationary period, with 1 months’ notice on either side
• 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.

How to Apply

To apply for this role please send a completed Application Form to the HR Manager, at recruitment@st-hildas.ox.ac.uk

Updated July 2023