



Job Title	Cleaner/Handyperson
Line Manager	Housekeeping Supervisors
Team	Domestic Bursary
Salary	£29,245 per annum (Oxford Living Wage currently £14.06 per hour)
Main purpose of role	Working as part of the busy Domestic Bursary Team
Contract Type	Full time (40 hours per week) / Permanent This role will not have a fixed working pattern and will require the post holder to work their hours flexibly. Some out-of-hours and weekend work will be required.
Summary of responsibilities and duties	• Cleaning and Waste removal • Moving items, room moves, room setup • Driving the College van in support of the above • Supporting the wider Domestic Bursary Team

Duties and Responsibilities:

Cleaning and Waste Removal

- Cleaning any designated (internal and external) areas of the College, including student bedrooms, bathrooms, toilets and other areas as required.
- 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.
- 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.
- General litter picking around College sites

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 with set up and furniture moves for changed room use as required.
- Moving and storing housekeeping store deliveries as required.

Miscellaneous

- 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.
- 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 (Please note that due to the College's insurance coverage, only those age 25 and above can drive College vehicles)
- 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

Terms of Employment and College Benefits

- Salary: £29,245 per annum (Oxford Living Wage currently £14.06 per hour).
- Permanent, full-time post (40 hours per week).
- This role will not have a fixed working pattern and will require the post holder to work their hours flexibly. Some out-of-hours and weekend work 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.
- Contributory pension scheme (OSPS).
- Annual leave: 33 days per year, including public holidays.
- A meal is provided free of charge when on duty.
- Additional College benefits include: An Employee Assistance Programme; a private medical and dental Scheme (the College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); discounted travel on buses and trains through an interest-free season ticket loan; a Cycle to Work scheme and eye tests and discounted lenses or frames.
- Probationary period: 3 months.
- Notice period: 3 months; 1 month during the probationary period.
- Please note that due to the College's insurance coverage, only those age 25 and above can drive College vehicles and driving is an essential criterion for this position.

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