Job Title: Scout/Cleaner/Handyperson

Responsible to: Head Housekeeper

Purpose: Maintaining high standards of cleaning in College properties. Other associated tasks

Salary: £9 per hour

Hours of Work: 15 - 35

Contract: Permanent (on successful completion of 6-month probationary period)

Main Duties:

- Daily cleaning of student kitchens, toilets, bathrooms and communal areas.
- Scheduled cleaning of student bedrooms, offices and meeting rooms.
- Cleaning and upkeep of designated external areas.
- Cleaning and upkeep of corridors, landings and internal areas.
- Assisting with laundry collection, delivery and checking.
- Making beds.
- Collection of rubbish and recycling.
- Replace light bulbs and clean light fittings where necessary.
- Rubbish collection and moving bins for collection on designated days.
- Ensuring that equipment and materials are used in compliance with College risk assessments and COSHH regulations.
- Reporting damages, breakages or other issues to the Head Housekeeper.
- Any other duties as directed by the Head Housekeeper or Accommodation manager.

Selection Criteria:

Essential Skills, Experience and Attributes:

- Ability to work well as part of a team
- High standards of cleanliness
- Ability to follow basic written and spoken instructions in English.
- Ability to work flexibly and adaptably
- Previous experience in a cleaning role or willingness to be trained.

How to Apply:

Applications should include the following documents:

- Completed College Application Form
- Letter of application explaining your interest in the post and how you meet the selection criteria.
- Recruitment Monitoring Form (optional)
Your application should be sent to the Mrs Gerri Cane, St Hilda's College, Oxford OX4 1DY, in hard copy or by email to gerri.cane@st-hildas.ox.ac.uk.

The closing date for applications is 5pm on 12 July 2019.

It is expected that interviews will be held week commencing 15th July 2019