Job title | Principal's Housekeeper  
---|---  
Department | Accommodation  
Location | Mansfield College, University of Oxford, Mansfield Road, Oxford, OX1 3TF  
Grade and salary | £11.35 per hour with additional conference bonus scheme  
Hours | Part time: 30 hours per week (20 hours in the Principal’s Lodgings and 10 hours in the College)  
Contract type | Permanent  
Reporting to | Accommodation Manager  
Liaising with | Assistant Accommodation Manager and Senior Scout Supervisor  
Additional information | This post is available immediately  

The role  
An excellent opportunity to be a part of our growing and busy Accommodation and Housekeeping team. We are looking for a highly motivated individual with great attention to detail to provide high quality, day to day cleaning of the Principal’s Lodgings.

You will be carrying out various domestic duties so this is an ideal opportunity for someone with existing experience in domestic cleaning. You will have a positive and professional attitude with familiarity of Health and Safety and COSHH requirements.

About Mansfield College  
Mansfield College is one of the 39 constituent colleges of the University of Oxford. Its membership comprises approximately 40 governing body fellows, 240 undergraduates, 180 graduates and 40 visiting students. This small size engenders friendly and close relationships not only amongst undergraduates, but also between Junior (undergraduate), Middle (graduate) and Senior (tutors) Common Rooms.

Our Principal since September 2018 is Helen Mountfield KC, a prominent specialist in administrative, human rights and education law.

Mansfield’s roots are in the Nonconformist tradition, and since the 1880s Mansfield has prided itself on offering previously excluded constituencies access to an Oxford education. This history is reflected in our current diverse and inclusive culture. We provide a respectful, progressive and collaborative environment, in which tutors and students work together to achieve academic excellence and sustain a supportive and lively community. Mansfield is also well known for its pioneering work on widening access to Oxford and its plural and diverse student body. You can read more about this here:
Mansfield’s ethos of inclusivity and valuing the contributions of diverse voices, is one shared by academics, students and staff alike, and forms a culture of welcome from which we are growing initiatives that target the specific challenges involved in welcoming all. In 2020 we were extremely proud to become a College of Sanctuary within the University of Sanctuary scheme, the first along with Somerville College.

Detailed information about Mansfield College may be found at [www.mansfield.ox.ac.uk](http://www.mansfield.ox.ac.uk)

**Responsibilities**

These are the key responsibilities required for the position, all of which we would like performed to a highly professional standard.

- Hoovering
- Mopping floors
- Cleaning bathrooms
- Changing beds
- Polishing furniture
- Wiping surfaces, window sills, skirting boards and tops of pictures
- Ironing
- Cleaning windows – inside
- Emptying dishwasher
- Cleaning ovens and fridge
- Loading and unloading washing machine
- Tumble drying laundry
- Putting laundry away tidily
- Ironing
- Letting the cat in and out if no one is at home
- Emptying bins, taking out the rubbish and sorting recycling
- Keeping cleaning items tidy and stowing all equipment safely
- Keeping an eye on cleaning products and liaising with the Senior Scout Supervisor when stocks need replacing
Reporting any maintenance issues to the Maintenance Manager
Occasional assistance with setting up or clearing up after events hosted in the Principal’s Lodgings
General cleaning duties in other College areas as required.

Selection criteria
Essential selection criteria

- Domestic or commercial cleaning experience
- Good awareness of general cleaning methods and techniques
- Proficient use of different types of cleaning equipment
- Ability to maintain confidentiality and be discreet when working around Principal and her family
- Highly meticulous and organised
- Awareness of Health and Safety and COSHH requirements
- Excellent interpersonal and customer service skills
- Positive and professional attitude

Desirable selection criteria

- Proven work experience in a cleaning environment
- Working knowledge of the English language

Pre-employment screening

Standard checks
If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated.

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 all relevant health and safety training.

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

- Lone Working
- Regular manual handling
- Work with any substance which require COSHH knowledge.
How to apply

If you would like to apply please submit a cover letter explaining why you are interested in the role and a CV to Mansfield HR human.resources@mansfield.ox.ac.uk

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

The cover letter must explain why you wish to apply for the role and we advise using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12 midday UK time on the closing date stated in the online advertisement.

If you need help

For general support enquiries on how to apply for the role, please email human.resources@mansfield.ox.ac.uk

If you have specific enquiries about the role, please email the contact details as per the advertisement.

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working
arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

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: GDPR Framework | Mansfield College, Oxford

Benefits of working at Mansfield College

**Annual Leave**
College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining in addition to the College closed period (5 days at Christmas) plus Bank Holidays.

**Staff Meals**
College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

**Pension Scheme**
We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.

**Family-friendly benefits**
The College follows the University of Oxford’s family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. https://hr.admin.ox.ac.uk/family-leave#/

---

![University of Oxford, Mansfield Road, Oxford OX1 3TF](MANSFIELD COLLEGE University of Oxford, Mansfield Road, Oxford OX1 3TF Tel: +44(0)1865 270982 human.resources@mansfield.ox.ac.uk www.mansfield.ox.ac.uk/ Principal: Helen Mountfield, KC]