Job title | Weekend Head Housekeeper  
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Department | Accommodation  
Location | Mansfield College, Mansfield Road, Oxford, OX1 3TF  
Grade and salary | £10,533 per annum 16hrs minimum (Full time equivalent 40 hrs £26,341 per annum) Grade 5 point 1 of the University of Oxford Salary Scales  
Hours | Part time and Full time considered (Saturday and Sunday 16 hours required with flexibility to work additional days up to 40 hours per week, full time equivalent)  
Contract type | Permanent  
Reporting to | Accommodation Manager  
Additional information | Available immediately.  

The role
The Weekend Head Housekeeper is responsible for ensuring a consistent standard of cleaning service is delivered throughout the College to all residents; students, Academics and visitors.

The role is responsible for leading, training and motivating the Accommodation team to achieve this at the weekend and across Mansfield accommodation sites. It is also essential within this role to monitor and maintain a healthy and safe working environment for all College users.

The Weekend Head Housekeeper will work in close liaison with the Accommodation Manager and Head Scout Supervisors. The post holder also works closely with the Domestic Bursar and other Heads of Department as appropriate.

Salary £10,533 per annum minimum for the 16hrs required for Saturday and Sunday. We would like to offer a flexible approach to the role and would consider additional days during the week up to 40 hours total (full time equivalent £26,341). Annual leave entitlement will be calculated with reference to the length of time worked. Benefits include contributory pension scheme, participation in the College’s conference bonus scheme and free meals while on duty.

About Mansfield College
Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 170 graduates and 30 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.
Mansfield is one of Oxford University’s most open and forward-thinking Colleges. Proud of its non-conformist history – the College was founded to provide theological training for ‘dissenting’ ministers of the church – today the College is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.

We think that Mansfield is everything an Oxford college should be in the twenty-first century: historic, beautiful, centrally located in the city, and a leading light on widening access to Oxford University. After two decades of pioneering outreach work, the College today has the highest intake of undergraduates from state-funded schools in the UK; from disadvantaged backgrounds; and one of the most diverse communities of all the Oxford colleges in terms of the social, educational and ethnic backgrounds of its students. At the same time as remaining true to its founding principles of freedom of conscience and educational access, the College is rightly proud of its strong academic results (top 5 of all the Oxford colleges in 2018/19).

The College is also home to the Bonavero Institute of Human Rights, within Oxford University’s Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Mansfield’s Principal, Helen Mountfield QC, is an internationally renowned human rights law specialist. As one of the UK’s leading equality law specialists, she has argued cases in the Supreme Court and European Court of Human Rights.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

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

**Responsibilities**

- Lead the housekeeping team (Senior scouts and Scouts) under the direction of the Accommodation Manager.
- Oversee a high standard of cleaning in College owned and privately rented student accommodation (main site and off site), offices, meeting rooms, and general College premises.
- To assist the Accommodation Manager in some administration tasks including routinely updating and maintaining COSHH and Risk Assessments, Student Tenancy Agreements and Vacation Residence Forms, for which good IT skills are essential.
- Become competent in the accommodation booking system (currently Forum) and make room bookings as appropriate.
- Deputise and attend meetings for the Accommodation Manager as necessary.
- In the absence of the Accommodation Manager, update the Senior Scouts on daily issues affecting the College cleaning operation.
- To provide week-end supervision and oversee the week-end staff, including summer casuals.
- Provide direction on discipline, cleanliness and appearance of accommodation staff, for which first class communications skills are essential.
- To help maintain a high standard of cleaning service in all areas of the College and related sites. The Weekend Head Housekeeper will be expected to carry out some cleaning tasks as required.
- Co-ordinate room inventories of students rooms.
- To help monitor furniture, soft furnishing and equipment, ensuring regular inspections for cleaning and repairs throughout College and the off-site properties and report back to the Accommodation Manager and Domestic Bursar as appropriate.
- To routinely inspect College premises and report any maintenance items to the Maintenance Department and Accommodation Manager. This will also include regular spot checks of accommodation and premises.
- Allocate tasks to week-end staff and maintain service provision.
- To cover duties required in the absence of the Senior Scouts.

**Equipment and Budget**

- Purchase linen and equipment under the direction of the Accommodation Manager and Domestic Bursar.
- To help the Accommodation Manager control costs effectively by sourcing best suppliers for cleaning materials, equipment and services.
- To regularly compare costs of materials to maintain best value for money.
- To assist in the issue, stock and control of linen, equipment and cleaning materials to staff in the absence of the Scout Supervisor.

**Staff**

- Comply with current Health and Safety procedures and COSHH for chemicals and cleaning materials.
- Ensure that all staff are trained in COSHH and Health and Safety appropriate to their duties and Safe Working Procedures in conjunction with the Accommodation Manager.
- Assist in the recruitment, induction and training of College cleaning staff.
- To help the Accommodation Manager administer weekly overtime, sickness, and absence monitoring and holiday entitlement for all staff in the Accommodation Department.
To arrange cover for absence, ensuring that work is evenly distributed and sufficient weekend and conference cover is provided at busy periods.

To oversee the staff training being carried out by the Senior Scouts ensuring a consistently high standard of work at all times.

Liaison with other Departments

- Maintenance – report plumbing, electrical and other faults in a timely fashion.
- Porters Lodge – check guest rooms, student and conference occupancy and report any discrepancies to the Porters Lodge.
- Domestic Bursar & Catering Manager – liaise closely on College and Conference requirements.

Other Duties

- Any other tasks commensurate with the role.

Selection criteria

Essential selection criteria

- Good communication skills and the ability to liaise with staff across all departments.
- Good understanding of the issues surrounding customer care and the ability to lead a customer focused approach from the accommodation staff.
- A positive attitude and the ability to work as part of a team.
- Ability to prioritise and deal with conflicting demands.
- Awareness of Health and Safety issues.
- Ability to communicate knowledge and best practice regarding manual handling, COSHH, slips, trips and falls.
- Good computing skills including the use of email, word and excel.
- Ability to keep meticulous records, plan work schedules and evenly distribute workloads taking account of College events, holidays and sickness absence.

Desirable selection criteria

- Experience in the hospitality industry or education sector.
- NVQ 2 or higher in cleaning.
- Ability to identify problems in service delivery and identify solutions.
- The willingness to learn and develop through training.
- Knowledge of data bases and/or electronic booking systems.
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.

How to apply
If you would like to apply please submit completed application form and a CV to HR Team vacancies@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.

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 vacancies@mansfield.ox.ac.uk

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](https://www.mansfield.ox.ac.uk/)

**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#/](https://hr.admin.ox.ac.uk/family-leave#/)