**Job title**  
Weekend Head Housekeeper (family leave cover)

**Department**  
Accommodation

**Location**  
Mansfield College, Mansfield Road, Oxford, OX1 3TF

**Grade and salary**  
£26,453 per annum

**Hours**  
Full time 40 hours per week, Thursday – Monday or Friday – Tuesday.

**Contract type**  
The post is available for one year in the first instance or the actual return of the substantive postholder from family leave

**Reporting to**  
Accommodation Manager

**Additional information**  
Available immediately

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**The role**
The Week-end 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. It is also essential within this role to monitor and maintain a healthy and safe working environment for all College users.

The Week-end 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.

This post is to cover the absence of the substantive postholder, who is taking a period of maternity family leave. The post is available for one year in the first instance or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

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**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 QC, 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: https://www.theguardian.com/education/2020/mar/24/one-oxford-college-has-96-of-students-from-state-schools-how-did-they-do-it

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

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.
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, QC

- To help maintain a high standard of cleaning service in all areas of the College and related sites. The Week-end 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 a cover letter, stating why you are interested in, and suitable for this role and a CV to Accommodation Manager- Andrew Little accommodation.manager@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 5pm 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

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#/