

<b>Job title</b>	<b>Housekeeping Team Member</b>
<b>Department</b>	Accommodation
<b>Location</b>	Mansfield College and associated off-site accommodation
<b>Grade and salary</b>	£12.60 per hour
<b>Hours</b>	Part-time 35 hours per week, 5 days out of 7 (including weekends)
<b>Contract type</b>	1 year fixed-term contract
<b>Reporting to</b>	Head Housekeeper

### **The role**

The post holder will be responsible for cleaning and maintaining College accommodation and facilities and for providing the highest levels of service to all the College's customers – namely, Fellows, conference guests, staff and students.

Reporting to the Head Housekeeper the post holder will be responsible for the daily cleaning of rooms and communal areas and for ensuring that rooms are maintained to the required standards of cleanliness and hygiene. You will also be responsible for reporting any maintenance issues on their staircase in a timely manner.

### **About Mansfield College**

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 55 academic staff, 255 undergraduates, 220 graduates and 42 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.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently the Oxford College with the most diverse undergraduate body and has the highest proportion of state sector students. The current Principal is Helen Mountfield KC.

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.

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**

The following is a list of general duties to be undertaken by the post holder. A full description of the daily duties would be provided to the postholder in a separate Work Schedule by the Accommodation Manager dependent on the needs of the College.

## **Room Maintenance**

- To be responsible for the cleaning and maintenance of bedrooms (en-suite, standard, rooms with wash basins, etc) to the required standards of hygiene and service provision, as instructed by the Accommodation Manager or Senior Housekeeping. This should include a thorough damp dust and Hoover at least once a week.
- To be responsible for the cleaning and maintenance of Fellows' rooms, offices and meeting rooms to the required standards of hygiene and service provision (where applicable).
- To deliver fresh linen to rooms during conference periods.
- To change linen and remake beds during conferences (as required).
- To work with the Accommodation Manager, Head Housekeeper, and Senior Housekeeping to undertake the spring-clean and deep cleaning programmes throughout College on a termly basis.
- To keep the paintwork clean, and to wash it when required (especially behind the doors).

## **Communal Areas**

- To maintain toilets, showers and bathrooms to the required standard of cleanliness, including the floor area, windows, walls, all fixtures and fittings, etc. Empty bins, and replace toilet rolls when required.
- To clean kitchen areas where applicable, on a daily basis and to maintain them to the required standard of cleanliness. This will include the floor area, walls, worktops, windows, all fixtures and fittings (e.g. cookers, refrigerators, and microwaves), etc. Empty the bins.
- To clean communal areas and corridors on a regular basis, and to maintain them to the required standard of cleanliness.
- To maintain staircase entrances, glass and doors to the required standard.

## **General**

- To notify the Accommodation Manager, Assistant Accommodation Manager, or Senior Housekeeping Supervisor of any problems that may affect the smooth running of the College (e.g. safety issues, welfare issues, maintenance issues, etc).
- To undertake such other duties, consistent with the purpose of the job, as may be assigned from time to time by the Accommodation Manager, Assistant Accommodation Manager, or Senior Housekeeping Supervisor or his/ her nominee. This may include working in one of the College's external properties.



## **Selection criteria**

### **Essential selection criteria**

- A proven ability to work as a member of a team
- Good organisational skills and work well independently
- Previous relevant work experience
- The ability to follow instructions and work efficiently in a busy environment
- Fluency and accuracy in written and spoken English
- Effective communication skills
- Honest, reliable and hard working
- Flexible attitude and approach to work
- Attention to detail
- Ability to work under pressure
- An ability to achieve and maintain required levels and standards of service and hygiene
- Excellent customer service skills

### **Desirable selection criteria**

- Previous experience in a cleaning role (domestic or commercial)
- Previous experience working with young adults





### Other Notes

- A) You have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (Personal Protective Equipment) at all times. If you are unsure
- b) It is important that you are always economical in the use of products and energy (do not over-stock on cleaning materials; turn off all lights, turn down heating and close windows when leaving rooms if a room is empty).
- c) To play your part in providing a good working environment promoting a positive attitude and pride in your work!
- d) You will be provided with the College's safeguarding policies and procedures of which you are expected to abide at all times, failure to comply with these policies will lead to disciplinary action.

### 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:

- Regular manual handling
- Working with cleaning products
- Ensuring a safe environment for all while carrying out your duties.

### How to apply

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If you would like to apply please upload your CV and a cover letter or supporting statement as PDF files via our website: [Work for Us - Mansfield College](#)

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 or supporting statement** 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)

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

### **If you need help**

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For general support enquiries on how to apply for the role, please email [human.resources@mansfield.ox.ac.uk](mailto: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**

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#### **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 for part-time and 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#/>

