

JOB DESCRIPTION

Job title	Scout (Cleaner)
Department	Housekeeping
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£13.57 per hour
Hours of work	20
Contract type	Permanent
Reporting to	Housekeeping Manager and Accommodation Manager

Overview of the role

By sharing responsibility for the efficient performance of key tasks within the Housekeeping Department, the role holder will ensure that living accommodation, meeting rooms and other public spaces are cleaned and kept equipped to a standard that fully meets the requirements of students, staff and conference guests.

Responsibilities

- Maintaining the cleanliness and good hygiene of all accommodation in designated areas and other outside areas during the term and vacation for students, senior members, guests and conference delegates.
- Maintaining service delivery by carrying out duties as specified in your work schedule and issued by the Senior Housekeeping Superior.
- Maintaining the security of the premises where you work and their contents.
- Working as a member of a team in order to share tasks in the College to achieve the best possible outcome; in particular, covering holidays and sickness as rostered by the Head Scout who will prioritise your work.
- Ensure your actions minimise risks to Health and Safety, by:
 - reporting promptly to your supervisor any health and safety hazards
 - working safely and obeying all College safety rules as set out in the Staff Handbook
 - ensuring that waste is disposed of correctly

Selection criteria

- The Scouts need to be: communicative; polite, and friendly. No specialist experience is required, but previous work in the cleaning industry is useful and relevant.
- Good spoken English.
- NVQ1 in Cleaning and Support Services is relevant and useful.
- Previous experience relevant but not essential as training will be given as necessary.

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Nobel Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

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.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Virtual GP service
- Free meals on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Free annual Flu jab
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.