



<b>Title</b>	Scout / Cleaner
<b>Department</b>	Accommodation
<b>Contract Type</b>	Fixed Term - 6 Months
<b>Specific Hours</b>	30 Hours Per Week, any 5 days out of 7
<b>Salary</b>	£13.20 per hour
<b>Reporting To</b>	Accommodation Services Manager
<b>Working With</b>	Senior Scout, Scouts, Maintenance Staff, College Staff

### Trinity College

Trinity College was founded in the sixteenth century in what was then a rural outpost, and which now forms the heart of Oxford's city centre. The college has developed over four and a half centuries into a vibrant and diverse educational community that has produced award-winning academics, successful leaders in the business, political and economic world, and passionate public servants, teachers and campaigners.

Our community of 450 students and 300 academics and staff come from more than 40 countries and form a community that is open, outward-looking, and supportive. Our ambition is for our community of students, academics and alumni to bring their talents to make a positive impact on the world – through their teaching and research, and through the many other passions and talents our community encompasses.

### The role:

Domestic cleaners at Trinity College are called Scouts. They are responsible for maintaining the cleanliness and hygiene of student accommodation, offices and related communal areas, including bathrooms, kitchens and laundry rooms. They also frequently act as first point of contact for students.

The Scout will carry out assigned responsibilities under the supervision of the Housekeeper Supervisor or any other designated representative.

### Key duties and responsibilities:

- Daily cleaning of offices, teaching rooms and communal areas as directed
- Daily disposal of waste and recycling
- Daily cleaning of communal areas and facilities
- Daily cleaning student study bedrooms
- Reporting damage, breakages or any other related problems to the Housekeeping Supervisor
- Deep-cleaning of all areas at the end of term in preparation for conference guests
- Daily servicing of rooms during conference periods, including bedroom set up
- Ensuring that equipment and materials are used responsibly and in compliance with College risk assessments and COSHH regulations

Scouts are expected to let the Senior Scout know if they have any concerns about the welfare of any students resident in their area of responsibility.

Scouts are required to report any breaches of College rules to the Senior Scout.

Scouts are to report any damage to College property and report any Maintenance issues to the Clerk of Works.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College's organisation and the overall objectives of Trinity College.

**Person Specification:**

<b>Attributes</b>	<b>Criteria</b>	<b>Essential / Desirable</b>	<b>How Measured</b>
Qualifications	BICSc qualified	D	Application / Interview
	NVQ Level 2 Cleaning	D	Application / Interview
	COSHH & Manual Handling	D	Application / Interview
Experience	Experience working within the Higher Education or College environment	D	Application / Interview
	Previous experience within a housekeeping environment	E	Application / Interview
Knowledge, skills and abilities	Good written and spoken English	E	Application / Interview
Additional attributes	Physically fit	E	Application / Interview
	Able to work as part of a team	E	Application / Interview
	Excellent time management skills	E	Application / Interview
	Customer service	E	Application / Interview