



## WORCESTER COLLEGE OXFORD

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Post</b>	<b>Scout</b>
<b>Department</b>	<b>Housekeeping</b>
<b>Reports to</b>	<b>Housekeeping Manager</b>
<b>Job grade</b>	<b>Grade 3</b>
<b>Date</b>	<b>May 2025</b>

#### The College

Worcester is one of the 38 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier college survive, and the resulting mixture of architectural styles, together with the beautiful gardens, lake, and playing field, attract students and visitors alike. The College has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 metres of the College Lodge. Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 51 further Fellows: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and the College's finances.

#### Job Purpose

Working within the Housekeeping Department you will be responsible for providing cleaning and housekeeping services within the College. This will involve working closely with College Fellows, students, guests, and a wide range of colleagues from within other departments.

#### Key Responsibilities

The position of College Scout will involve the following responsibilities:

- Clean a variety of college buildings including, Fellows Rooms, student bedrooms, kitchens, bathrooms, and communal areas to the highest standards and as directed by the Domestic Office
- Make up beds and prepare bedrooms for guest occupancy
- Remove rubbish and recycling to the appropriate areas for external collection
- Report any defects or damage to furniture, fittings, and building fabric

- Report any contravention of College rules, particularly if these relate to matters of health and safety
- Report any concerns about the welfare of any resident to the Domestic Office
- Ensure that access points are kept free and that security and fire doors are kept closed
- Be responsible for helping to maintain the security of the College, reporting any suspicious activity or occurrence
- Exercise maximum care whilst on College premises, paying due regard to the College's Health and Safety policy
- Deputising for absent colleagues as required

## General obligations

### On a personal basis you are expected to:

- take responsibility for your personal development and be willing to undertake training to improve your performance and knowledge
- provide the highest quality services and work to continually improve standards
- comply with the College's Equal Opportunities Policy and treat staff, students, colleagues, and potential employees with dignity and respect at all times
- understand your responsibilities under Worcester College's policies and procedures and ensure that you comply with them
- perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post

*The job description may from time to time be amended by the College and in addition to the duties set out in it you may be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.*

## Person Specification

Candidates will be assessed based on the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work, candidates may wish to give examples from the study, voluntary work, or skills gained in their family or social life.

Criteria
Essential
<ul style="list-style-type: none"> <li>• Experience of working in a similar role in a hospitality or educational/multi-residential establishment</li> <li>• Experience in working with cleaning tools and machinery</li> <li>• Ability to understand requirements and organise workload to meet deadlines</li> <li>• Ability to work and communicate effectively with people at all levels;</li> </ul>

- Good interpersonal skills with the ability to get on with people;
- A positive and helpful attitude towards work and colleagues;
- Must have a flexible attitude to work;
- A high degree of personal and professional integrity
- Have a practical “can do” attitude;
- An eye for detail and ability to work within the cleaning schedules for the areas for which the successful candidate is responsible
- The job will involve some lifting and movement of cleaning equipment and furniture items, so the ability to do this is required.