



LMH

Lady Margaret Hall

Scout

Lady Margaret Hall is a constituent College of the University of Oxford and is located in peaceful, spacious gardens beside the University Parks. LMH, as it is fondly known, was founded in 1878 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great foundation vision. It is now a co-educational academic community of 400 undergraduate and 180 postgraduate students, utterly committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds. The College prepares its students to live and work in a fast-moving, complex, and global society that is hungry for knowledge, communication, and integrity. We also operate a busy commercial conference and accommodation business out of term time.

LMH combines a consistently high academic standard with a long tradition of being a welcoming, stimulating and inclusive environment. For a full perspective, visit the College website: www.lmh.ox.ac.uk/

The Housekeeping Service

Our team of Housekeeping staff are responsible for maintaining high standards of cleanliness throughout the College. Each Scout is responsible for an area and cleans to the frequency and standard set. They are observant, thorough, have good time management and are able to multitask. During conference periods they are required to prepare guest bedrooms. The Housekeeping team has two supervisors who each have a team of seven scouts. The scouts have to clean other areas of College as instructed by their supervisor.

Job Description

Job Title: Scout

Main Purpose of Job: Cleaning and associated tasks as directed

Responsible to: Assistant Housekeeping Manager

Liaison with: Other Scouts and Housekeeping Team Leaders, Housekeeping Handyperson, Maintenance Team, Students, Conference guests

Main Tasks:

- Daily cleaning of study/bedrooms, teaching rooms and communal areas as directed or in accordance with Cleaning Schedules
- Daily disposal of waste/rubbish
- Daily cleaning of pantries and bathrooms/toilets
- Daily cleaning of corridors, landings, stairways and communal areas
- Cleaning student rooms once each week
- Reporting damage, breakages or any other related problems to the Housekeeping Team Leader.
- Deep-cleaning of all areas at the end of term in preparation for conference clients
- Servicing of rooms during conference periods, which includes bedroom set up.
- Ensuring that equipment and cleaning materials are used responsibly and in compliance with College risk assessment and COSHH regulation.

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 Lady Margaret Hall.

Person specification

- Physically fit including the ability to work at heights and carry out lifting
- Experience in a scouting role or similar



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- Ability to work well as a team member
- Good spoken English

Terms and Conditions

There are 3 posts:

25 hours a week working 5 days in 7 according to the shift roster.

22.5 hours a week working 5 days in 7 according to the shift roster.

Terms and Conditions

The hourly rate is £8.75 per hour, making an annual salary of £11,375 for the 25 hour post and £10,239 for the 22.5 hour post. Benefits of working for the College include 35 days holiday (including bank holidays), the option to join a University pension scheme and one free meal whilst on duty and the kitchens are open, when the Kitchens are closed a meal allowance will be paid.

Applicants must be eligible to work in the UK.

To apply for this position, please complete an application form, available from <http://www.lmh.ox.ac.uk/about-lmh/jobs> and send this by email to Recruitment@lmh.ox.ac.uk, or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA.

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. To this end, applicants are asked to complete a Recruitment Monitoring Form, which is also available on the College website. The information supplied on the form will play NO part in the selection process, and will NOT be seen by any member of the selection panel.

Lady Margaret Hall has a range of family friendly policies.

The closing date for receipt of applications is 19 February 2018

Issued by the HR Office
January 2018