JOB DESCRIPTION

Job Title: Domestic Assistant
Department: Housekeeping
Place of work: Nuffield College, New Road, Oxford OX1 1NF
Responsible to: Housekeeper
Salary: £15,438 – £17,275 (pro-rata) per annum
Hours of work: 20 hours per week, Monday to Friday. These hours can be worked either between 07.00 am to 11.00 am or 08.00 am to 12.00 pm. Occasional weekend working is a requirement of this post, but adequate notice will always be given

Purpose of the job:

- To keep offices, staircases, corridors, bathrooms/toilets and public rooms clean

Duties and Responsibilities:

- Empty all bins daily
- Clean bathrooms/toilets daily
- Vacuum clean landings/corridors every other day
- Change bathroom and kitchen linen once a week
- Take dirty washing to the laundry
- Cover for other Domestic Assistants
- Provide cover and bed-making assistance in guest rooms in the absence of the Domestic Supervisor.
- Adhere to the College’s Health and Safety policy by carrying out duties in accordance with training and instructions received, taking reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the postholder’s actions at work
- Carry out any additional appropriate duties that may be required by the Housekeeper to ensure the smooth running of the department. This may include working in one of the College’s external properties in Oxford
Terms and Conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute a contract of employment.

Duration

This is a permanent post subject to the normal pre-employment checks and satisfactory completion of a six month probation period.

Salary

The post is in the range between points 1-5 of the Domestic Grade scale, £15,438 to £17,275 (pro rata) per annum. Salaries are paid in arrears on the 28th of each month (or where the 28th is not a working day, on the last working day before the 28th) as detailed on your payslip. Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

Hours of Work

Your normal hours of work are 20 hours per week. It is essential that the postholder is able to provide some flexibility with working hours in order to meet the demands of the post and for which time off in lieu will be given.

Holiday Entitlement

The post holder will be entitled to 41 days paid leave per annum (pro-rata for part-time staff) inclusive of all public holidays and College closure days. Annual leave should be agreed with your Head of Department or Line Manager, as appropriate.

Pension

You will be contractually enrolled in the University of Oxford Staff Pension Scheme (OSPS) from the commencement of your employment, unless you opt out by completing and returning to the HR department the relevant form.

Meal Entitlement

Coffee and tea, whilst on duty, will be provided free of charge except during any kitchen closure period.

Benefits

Uniform, childcare vouchers and discounted travel to work scheme for the purchase of bus and train tickets.

Training

The College will support the postholder to undertake any relevant training to enhance his or her work performance and financial support for these development activities will be provided where appropriate.
Oxford Colleges’ Healthcare Plan

You will be eligible to join the Oxford Colleges’ Healthcare Plan from the commencement of your employment. The College will pay for a single membership of the Plan, but you may upgrade, at your own expense, your membership to cover your partner / spouse or your family. As this is a work benefit you will pay tax on the Subscription Rates.

How to Apply

Application Procedure

Your application should comprise:-

• A covering letter demonstrating how your skills and experience meet the criteria for this post together with the names and postal and email addresses of two referees. **We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

• A curriculum vitae (CV)

• An equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Completed applications should be submitted to vacancies@nuffield.ox.ac.uk or to the Human Resources Department, Nuffield College, New Road, Oxford OX1 1NF.

The closing date for completed applications is 12.00 noon on Monday 11 June 2018.

Interviews will take place in the week commencing 18 June 2018.

Communication regarding the status and outcome of your application will be made via e-mail.

Equal Opportunity statement

The policy and practice of the University of Oxford and Nuffield College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.
Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements:-

Eligibility to work in the UK
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.** Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

Medical fitness
Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:-

- Assess the candidate’s medical capability to do the job for which they have applied
- Determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have
- Ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

*Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from disabled people and from black and minority ethnic candidates, who are currently underrepresented in posts in the College.*