



## FURTHER PARTICULARS

### CLEANER

#### (MATERNITY COVER)

<b>Job Title:</b>	Cleaner
<b>Location:</b>	Merton College
<b>Department:</b>	Housekeeping
<b>Contract type:</b>	Fixed term 12 months (depending on start date); part time
<b>Salary:</b>	£19,484.40 per annum (£25,979.20 FTE per annum)
<b>Hours:</b>	30 hours per week
<b>Responsible to:</b>	Housekeeping Operations & Accommodation Manager and Housekeeping Supervisors

#### Merton College

Merton College was founded in 1264, and is the third oldest College in Oxford. It is well-known for the outstanding achievements of its undergraduates, and the high performance of its graduates. The College is one of the largest mixed Colleges, with approximately 300 undergraduates and a similar number of graduates. It has a Governing Body of over 70 Fellows, supported by more than a hundred staff. More information on Merton College can be found on the website [www.merton.ox.ac.uk](http://www.merton.ox.ac.uk).

#### About the Role

Cleaning is undertaken both on the main Merton Street site and other College sites in Holywell and Manor Place.

#### Duties

- General cleaning duties such as cleaning bedrooms, bathrooms, kitchens, windows, communal areas - which are situated on various 'staircases' within the College sites - and any other areas specified by the Housekeeping Operations & Accommodation Manager or Supervisor.
- Carrying equipment between appointed cleaning areas, bed-making and collection and return of linen during conference periods.
- Ensuring that equipment and cleaning materials are used responsibly and in compliance with College risk assessments and COSHH regulations.

- Collecting cleaning materials and supplies as needed from the College Store at the given time.
- Reporting all maintenance issues to the Housekeeping Supervisor.
- Reporting any damage or hazard encountered.
- Removal of rubbish to recycling areas designated by the College.
- Carry out these duties to set standards.
- Ensuring PPE is used in accordance with College policies and procedures.
- Any other reasonable duties as requested by the Housekeeping Operations & Accommodation Manager and Housekeeping Supervisor.

### **Essential**

- Experience in carrying out cleaning duties, which may include housework.
- Able to be self-motivated when working alone.
- Able to use own initiative.
- Able to work well as part of a larger team.
- Able to communicate well in English, as well as read and write, in order to follow work instructions, procedures and the health and safety requirements of the role.
- Flexible approach to work duties and a willingness to undertake different tasks when requested.
- Reliable, honest, and trustworthy.
- Willing to undergo relevant on the job training.
- Able to work in a demanding environment; bending, lifting and climbing stairs.

### **Desirable**

- Experience in a similar role.
- Training in Health & Safety and manual handling.
- Training in COSHH

### **Salary and Benefits**

The salary offered for this part time appointment is £19,484.40 per annum (£25,979.20 FTE per annum), working 30 hours per week, typically working 6 hours per day on a flexible roster of 5 days out of 7. The exact times of work will vary in accordance with the weekly duty roster, notified to you in advance by your Head of Department. Typically, hours worked will be between 8am to 2pm. Due to the nature of your role the roster may include you working weekends and/or bank holidays.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, free medical insurance and free car parking is available. A loan is available for the purchase of seasonal travel passes and the College operates a Cycle to Work Scheme. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff.

## Application Process

Those wishing to apply for this post should complete the online application at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following documents:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV.
- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's single Equality Scheme which is published at <http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml>

The position may be discussed further with the Housekeeping Operations & Accommodation Manager by e-mailing:  
[housekeeping.department@merton.ox.ac.uk](mailto:housekeeping.department@merton.ox.ac.uk)

**The closing date:** The vacancy will only remain open until a suitable candidate is appointed.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of sex, gender reassignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation.

**Merton College is an equal opportunities employer.**