



Further Particulars

HOUSEKEEPING SUPERVISOR

Job Title:	Housekeeping Supervisor
Department:	Housekeeping
Location:	Merton College and College sites at Holywell, Manor Place and Iffley Rd
Contract Type:	Permanent, full-time, 40 hours per week, 7am-3pm
Salary:	£31,428.80 per annum
Responsible to:	Senior Housekeeping Supervisor

Merton College

Merton College was founded in 1264 by the former Bishop of Rochester, Walter de Merton. The College now has over 70 Fellows and approximately 600 undergraduate and graduate students. More information on Merton College can be found on the website www.merton.ox.ac.uk.

The Housekeeping Team

The Housekeeping team consists of the Head of Conference and Accommodation, the Housekeeping Operations Manager, Senior Housekeeping Supervisor, two Housekeeping Supervisors and a team of Cleaners. The team ensures that the highest standards of cleaning are maintained throughout the College, its annexes and Estates properties. The culture within the department is professional, helpful, friendly and service focused.

About the Role

This role will ideally suit a person who has previous cleaning and supervisory experience, good oral and written English communication skills, is highly organised and able to supervise and train staff to ensure that cleaning throughout the College, its annexes and Estates properties is maintained to a high standard.

Assisting the Senior HK Supervisor in ensuring that cleaning operations are fully compliant with COSHH and Health and Safety regulations is essential, conducting on-the-job training and maintaining accurate training records is also required as part of the role.

The successful candidate will organise staff workload and ensure adequate staffing levels are in place for the periods of "deep cleans" at the end of each term and during the summer graduate accommodation deep clean process and Conference season.

The post holder will, in conjunction with the Senior HK Supervisor, also oversee the inspection of College Student and Fellows Accommodation as well as general College areas, both internal and external, to ensure standards of cleaning are being met and address areas of concern with staff as directed by the Housekeeping Operations Manager.

Main Duties of the Role

The Housekeeping Supervisor duties are included but not limited to:

Supervision Duties

- Check every morning that Cleaners have signed in and organise cover in any instances of unexpected absence.
- Ensure that good time keeping is kept by all Cleaners and maintain relevant records.
- Liaise with the Senior HK Supervisor regarding any cover for holidays or long-term sick leave.
- Supervise the Cleaners and make regular on the spot staircase and zone visits, checking that work is completed and carried out to high standards of cleanliness and hygiene.
- Ensure all Cleaners are using correct cleaning materials and equipment i.e. colour coded cloths and mops are used.
- Assist in the training of Cleaners and temporary Agency staff and maintain relevant records.
- Process the Cleaners weekly cleaning materials order forms.
- Order cleaning materials on a weekly basis.
- Assist the Senior HK Supervisor in making sure that rooms are cleaned and prepared on time for occupation by students at the beginning of term, for conference delegates during the Easter and summer vacations and for Student Admissions at Christmas.
- Monitor the allocation of Junior Guest Rooms, Fellows Guest Rooms and Miscellaneous accommodation and ensure the rooms are ready for guests.
- Assist the Senior HK Supervisor with instructing on, and ensuring the safe practice of, the use of chemicals supplied to the cleaners.
- Attend regular meetings with the Senior HK Supervisor and HK Operations Manager.
- Report any maintenance defects via our Service Desk to the Maintenance department and liaise with them on progress.

- Monitor bin collections by Oxford City Council and report any missed collections to the Senior HK Supervisor.
- Work at other College sites if required and carry out any reasonable request made by Senior HK Supervisor and HK Operations Manager.
- Be available for weekend work at the peak times of the year, i.e. – departure and return of students for terms and for in-coming Conferences and Admissions periods.
- Undertake any training in the use of equipment and courses as required.

Linen room/Laundry Duties

- Be responsible for the smooth running of the Linen room including the following tasks -
- Distributing conference rooming lists and all relevant information to Linen Room Assistant
- Checking laundry invoices, validating and recording where required
- Ensuring that stocks of linen are maintained
- Ordering new stock annually via the Housekeeping Operations Manager
- Liaising with our external laundry company
- Arranging linen delivery for guests of the College

Termly Duties and Cover

- Make termly Pantry checks to ensure Pantry's are kept safe, clean and tidy.
- Assist the Senior HK Supervisor in making a termly check of all the Student/Fellows Accommodation and Offices.
- Assist in organising the spring clean/end of term cleaning programme for Cleaners - to include carpet and curtain cleaning, window cleaning, paintwork cleaning, moving of furniture to clean behind it, skirting boards, high level dusting, ensuring all areas are clean and fresh.
- Together with the other Housekeeping Supervisor, provide cover for the Senior HK Supervisor when they are absent, as requested by the HK Operations Manager. Annual leave cannot be taken at the same times as the Senior HK Supervisor or the other Supervisor.

Salary and Benefits

The salary for this role is **£31,428.80** per annum. Weekly hours of work are 40 hours, inclusive of paid breaks, normally between 7am and 3pm, Monday to Friday, and the post holder will be required to work occasional bank holidays and

weekends. A flexible approach to working hours is necessary in order to manage workload during busy periods.

In addition to the normal English bank and public holidays, full time staff will be entitled to 30 working days' holiday.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free private medical insurance, free lunch when on duty, travel pass loan, free on-site parking, use of the college fitness room and a variety of staff social events.

Experience Required

Essential

- Good oral and written English communication skills.
- Experience in carrying out cleaning duties.
- Able to supervise the work of others and work effectively as part of a team.
- Able to prioritise and be self-motivated when working alone.
- Flexible approach to work duties and a willingness to undertake different tasks when requested.
- Well-organised and able to multitask
- Ability to maintain confidentiality when dealing with sensitive situations.
- Reliable, honest and trustworthy.
- Excellent interpersonal skills, demonstrable ability and confidence to engage with people from a wide variety of backgrounds.
- Willing to undertake training as provided by the College or external provider.
- IT skills. Able to use Microsoft Windows applications (including Excel) and other systems.
- Training in COSHH

Desirable

- Experience in a similar role.
- Training in Health and Safety and Manual Handling

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 email the following documents as a **single PDF document** to vacancies@merton.ox.ac.uk in the named format '**Last Name First Name Application**':

- a covering letter outlining motivation for applying and detailing how their skills, experience and qualifications equip them for this role with reference to the selection criteria;
- a CV no longer than three typed sides of A4.

Please put your **last name and 'Housekeeping Supervisor'** in the subject line of the e mail.

The closing date is **9.00 am (UK time) on Monday 18th August 2025.**

Candidates are encouraged to complete an Equal Opportunities Recruitment Monitoring form at the end of the Application 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 www.merton.ox.ac.uk/about/college-policieswww.merton.ox.ac.uk/about/college-policies.

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.