



## Further Particulars

### Deputy Housekeeping Manager

#### About the College

University College ('Univ') is the oldest educational foundation in Oxford and is a community with a long and rich history. Univ is located at the centre of the city and boasts of beautiful, well-maintained old buildings as well as fully modernised and purpose-built facilities. It combines an ancient heritage with a contemporary approach to fostering excellence in teaching and research.

The College is overseen by the Governing Body, which comprises of the Master and Fellows. The Governing Body is supported by various Committees and departments, including the Domestic Bursary, which manages many aspects of the non-academic resources in the College, including accommodation, food, the Lodge, sport and gardens.

#### The Domestic Bursary

The Domestic Bursary is the hub of the Support Services, which include the Catering, Conferencing and Events, Housekeeping, Grounds and Gardens, Lodge and Operations teams. The Housekeeping team of 25 staff is responsible for keeping the College rooms and communal facilities (shared bathrooms/showers and kitchens) clean and tidy at all times. The College has over 400 study bedrooms – approx. 300 are on the main site and others are at our annexe in North Oxford, on Iffley Road and Harberton Mead.

#### The Role

The Deputy Housekeeping Manager is a new position within the Housekeeping team. The post-holder will report to the Accommodation and Housekeeping Manager. The team is responsible for the highest standards of cleaning and customer experience and the post holder is key to ensuring this aim.

S/he will possess strong leadership qualities and outstanding organisational skills and need to be able to demonstrate passion and energy to be continuously identifying and developing areas for improvement. S/he will liaise regularly with other teams and departments, including the Works Department, Conferencing and Events team and the Lodge (see job description for further information).

#### Pay and Benefits

*Salary* - £26,457 per annum.

*Contract Type* - Permanent.

*Hours* - 40 hours week. Flexibility in working hours will be required.

The post carries with it generous benefits, including:

<b>Free Lunches</b>	<b>Annual Leave</b> 29 days' annual holiday excluding bank holidays*	<b>Free Bus Pass</b>
<b>Occupational Sick Pay</b>	<b>Pension</b> Membership of the OSPS Pension Scheme	<b>Bicycle Purchase Scheme</b>
<b>Free Uniform</b>	<b>Family Friendly Policies &amp; Practices</b> Subject to qualifying	<b>Training &amp; Development</b>

\*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate's right to work in the UK and the receipt of satisfactory references.

### **How to Apply**

Applicants are asked to submit an application form and covering letter, explaining how their experience, skills and qualifications meet the person specification. Completed applications should be sent by email to [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk) or by post to HR Coordinator, University College, High Street, Oxford, OX1 4BH. Late or incomplete applications will not be considered.

Deadline for applications - **22 July 2022**. Interviews will be held in w/c 25 July 2022.

*The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form.*