

Oxford Centre for Islamic Studies

Job Description

Scout/Cleaner

Responsible to:	Accommodation Manager
Responsible for:	Own work and liaising with other staff
Hours of work:	Flexible shifts available, up to 37.5hrs per week – can include weekend shifts and early evening cover.
Purpose:	To keep the Centre clean, tidy and in good repair, to report any faults or problems.
Salary:	£9.45 per hour

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter, it is a Recognised Independent Centre of the University of Oxford and is registered as a charity. The Patron of the Centre is HRH the Prince of Wales. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library.

The Centre Building

The Oxford Centre for Islamic Studies is located in a purpose-built premises in Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The building provides the Centre with accommodation for up to 66 students and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are currently recruiting new staff to help us with the expansion of the work of the Centre and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

General:

This role is a cleaning and housekeeping role utilising cleaning material, technical cleaning equipment and the correct cleaning skills. Keep allocated areas (inside, outside and off-site) of the Centre, including residential rooms and Centre properties, clean to a high standard, following the instructions of the Accommodation Manager.

Main Duties:

Tasks will include the following:

- Carry out routine cleaning of areas allocated in accordance with the cleaning specifications. This includes public areas including Mosque, teaching rooms, kitchenettes, bedrooms, bathrooms and toilets, and circulation space. Note – Some cleaning tasks will take place off-site in Centre owned property around the City.
- Replenish cleaning material and bathroom consumables as required.
- Remove and replace laundry and make beds. Carry out the laundering of linen as required using the washing and drying machines, ironing board and ironing machine.
- Empty internal and external waste bins daily to separate waste into the separate waste streams, ensuring that all rubbish is put in the appropriate bins in the refuse area. Ensure the bin area is secure, clean and tidy. Inform the Bursary Assistant when a waste stream requires specialist emptying.
- Ensure outside areas are kept clean and tidy, including litter picking, sweeping, spot weeding, jet washing and scrubbing. Use specialist cleaning equipment provided in accordance with the training received – that will include but not limited to reach & wash brushes; jet washers; pressure cleaners; gum removers.
- Clean carpets, soft furnishing and hard surfaces using vacuum, mops, carpet cleaners and scrubbing machines.
- Clean and sanitise areas of contamination including bodily fluids and animal carcasses (occasional pigeons) using appropriate PPE and specialist chemicals.
- Clean windows inside and outside where safe to do so using appropriate cleaning equipment.
- Construct and take down furniture and move items around the Centre using basic tools and handling equipment.
- Assist the Maintenance Team with simple maintenance tasks including legionella flushing, drain cleaning, etc.
- Immediately report any defects to the Housekeeper or to Maintenance.
- Attend COSHH (Control of Substances Hazardous to Health) training annually, ensuring all regulations are followed, including the appropriate use of cleaning products and colour coded cloths.
- Attend Fire Awareness training annually, and ensure all regulations are followed. This includes being aware of the fire preventative measures in the Centre and responding appropriately to any alarms.
- Carry out simple dynamic risk assessments of own tasks using formal Risk Assessments and Method Statements to assist.
- Maintain good working relationships with other staff and all users of the Centre.
- Any other reasonable task as requested by the Bursary Managers or other senior member of staff.

Selection Criteria for the post of Scout

Attributes	Criteria	Essential	Desirable	Assessed
Qualifications	COSHH & Manual Handling		X	Application / Interview
	BICSc Cleaning		X	Application / Interview
	NVQ Level 2 Cleaning		X	Application / Interview
Experience	Previous experience within a housekeeping environment	X		Application / Interview
	Experience of supporting a small busy team	X		Application / Interview
Knowledge & Skills	Good spoken and written English	X		Application / Interview
Additional Attributes	Organised and punctual	X		Application / Interview
	Ability to prioritise tasks	X		Application / Interview
	Customer Service ethos	X		Application / Interview

Application Process

Applications, which should include a CV and cover letter, should be sent or emailed to Alison Ash, Oxford Centre for Islamic Studies, Marston Road, Oxford, OX3 0EE or Hr.Officer@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

Closing date for applications is 21st November 2021. We will be interviewing candidates throughout the application period, so please submit your application early.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.