



Oxford Centre for Islamic Studies

Cleaner/Scout (Part-time and Full-Time positions available)

The Oxford Centre for Islamic studies is looking for full and part time scouts to join our Housekeeping team. Reporting to the Housekeeping Manager, the main purpose of the role is to keep allocated areas (inside, outside) of the Centre, including residential rooms and Centre properties (off-site), clean and functional to a high standard.

Applications, which should include a CV and cover letter, should be emailed to recruitment@ocxis.ac.uk Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

We will be interviewing suitable candidates on a first-come, first-served basis, so please submit your application early.

Job Description

Cleaner/Scout (Part-time and Full-Time positions available)

Responsible to:	Housekeeping Manager
Responsible for:	Own work and liaising with other staff
Hours of work:	Part time -20 hours per week with a 30-minute unpaid break on each working day. Working hours will ideally be spread across five working days (Monday-Friday).
Salary:	£13,811-£25,895 per annum (Dependent on hours)
Benefits:	27 days of annual leave per year plus bank holidays (or pro-rata equivalent if working less than 5 days a week) Generous pension scheme Free parking (when available) Full time - 7am – 3pm, Monday to Friday 37 hours per week with a 30-minute paid break and a 30-minute unpaid break for lunch

Key Responsibilities

- Ensure that Centre spaces, including meeting rooms, conference halls, auditorium and the mosque, are set up for events according to requirements.
- Move and arrange Centre furniture, including tables, sofas and chairs, throughout the Centre according to floor plans and requirements.
- Refresh and set up vacant residences by flushing toilets, running taps, cleaning as required, and preparing the room with fresh linen, towels, guest amenities and supplies.
- Carry out minor maintenance tasks such as unblocking sinks, showers and toilets, changing light bulbs, rehanging curtains and repairing furniture where appropriate.
- Assist with receiving deliveries and setting up cupboards, pantries and storage areas.
- 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 and 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.
- 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.
- Assist with washing and ironing of linen for residences and dining halls.
- Maintain good working relationships with other staff and all users of the Centre.
- Carry out routine cleaning of areas allocated in accordance with the cleaning specifications. This includes public areas including the Mosque, teaching rooms, kitchenettes, bedrooms, bathrooms and toilets, and circulation space. 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 and clean and setup accommodations with guest amenities and other supplies
- Any other reasonable task as requested by the Housekeeping Manager 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