WADHAM COLLEGE
UNIVERSITY OF OXFORD

JOB DESCRIPTION

Scout (Cleaner) – main site

Department	Housekeeping
Salary	£14.06 per annum (Oxford Living Wage)
Hours	20 hours per week (usually 4 hours a day) however, as stated in your contract you will be required to work additional hours when authorised and as necessitated by the needs of the College. Additional hours will include some weekend work as required throughout the year and particularly during conference periods as per the housekeeping roster. The post holder is required to be flexible and additional hours may be required.
Contract type	Permanent following a satisfactory completion of a 6 month probationary period.
Reporting to	Head of Housekeeping
Contact	Head of Housekeeping, Deputy Housekeeper, Housekeeping department, staff, Fellows, students, visitors and guests
Additional information	Annual leave entitlement will be 30 days (6 hours a day. This includes five days over the Christmas period, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays, for which time off in lieu will be provided. A uniform is provided Parking and accommodation is not available. The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Further details on staff benefits can be found on the back page
Start date	As soon as possible
Standards	OXFORD LIVING WAGE We are a certified Oxford Living Wage employer INVESTOR IN PEOPLE

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 170 postgraduates, around 70 Fellows and over 100 staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. It has an annual turnover of some £10M and reserves in excess of £100M.

Updated: October 2026

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and an Oxford Living Wage employer since June 2022. The College has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. From 1 September 2021 Robert Hannigan (Classics, 1983) become the new Warden and was Director of GCHQ, the UK's largest intelligence and cyber security agency from 2014-2017.

Responsibilities and duties

1. Maintain a high standard of cleanliness and hygiene in your area;
2. Be responsible for the safe custody of stores and equipment in your area;
3. Vacuum regularly but at least once every week;
4. Dust and polish floors, ledges, desks, tables, etc, at least once every week
5. Maintain cleanliness of your allocated areas and wash down stairs and landings at least once a week;
6. Clean lower windows internally at least once a term;
7. Clean toilets and bathrooms daily;
8. Clean kitchenettes daily;
9. Change shower curtains weekly
10. Exchange or collect clean linen as required
11. All soiled linen to be counted and put into laundry bags for collection;
12. All clean linen to be stored neatly in pantries/cupboards;
13. Clean all washbasins and mirrors daily
14. Check lights are working daily
15. Empty all refuse bins and remove litter daily and put outside Staircase for collection, ensuring that glassware and recyclable material is kept separate;
16. Collect all recyclable items and deposit in appropriate bins;
17. When cleaning Fellows' rooms ensure that glassware is washed-up daily;
18. Visit stores weekly as directed by the Head of Housekeeping to collect cleaning materials, etc Do not use college linen for cleaning tasks;
19. Report defects, damage and or hazards to the Head of Housekeeping or Deputy Housekeeper DAILY as they occur as it is important that these are attended to quickly; Report any concerns you may have over the state of student rooms to the Head of Housekeeping or Deputy Housekeeper immediately;
20. Check all soft furnishings: armchairs, curtains, carpets and bedding and report to the Head of Housekeeping or Deputy Housekeeper if any require attention or replacement;

21. Always secure the property, ensuring that no unauthorised person is allowed access to accommodation even if you find a room open**.** All keys to be carefully controlled and any losses reported immediately to the Head of Housekeeping or Deputy Housekeeper;
22. To provide cover for other scouts as directed by the Head of Housekeeping or Deputy Housekeeper;
23. To undertake any job-related training requested by the College;
24. At the end of each term, rooms must be spring-cleaned, paintwork should be washed down and the lower inside of windows cleaned ready for occupation by guests;
25. Clean and defrost all Staircase and room refrigerators at the end of every term and de-scale all kettles as necessary;
26. **Out of term the College hosts conference** and other guests and it is important to note that the routine of work will be different from term-time. In addition to daily cleaning as indicated above you will be expected to:
    - To ensure that tea/coffee making facilities are provided;
    - To wash used crockery daily;
    - Clean washbasins and mirrors daily;
    - To make beds daily;
    - To change linen as directed by the Head of Housekeeping or Deputy Housekeeper and always when there is a room change-over;
    - To dust and vacuum frequently and always when there is a room change-over;
    - To ensure that all rooms are presented correctly according to agreed plan and to a consistently high standard as directed by Head of Housekeeping.
    - To ensure that rooms are serviced as soon as they are vacated or as directed by the Head of Housekeeping.
27. To maintain strict confidentiality and adhere to College polices on data protection at all times.
28. To undertake any other tasks appropriate for the role.

Other Notes:

a) Please be aware that you have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (**Personal Protective Equipment**) at all times. If you are unsure about anything please ask the Head of Housekeeping or Deputy Housekeeper.

b) It is important that you are always economical in the use of products and energy **(do not over-stock on cleaning materials; turn off all lights, turn down heating and close windows when leaving rooms if room is empty**);

c) To play your part in providing a good working environment promoting a positive attitude and taking pride in your work.

PERSON SPECIFICATION AND SELECTION CRITERIA

Essential

1. Relevant cleaning experience
2. Good communication skills, including the ability to communicate with staff, students and visitors.
3. Good attention to detail
4. Good numeracy and literacy skills.
5. Ability to understand and implement H&S information with respect to safe practice
6. Experience of working in a team.
7. Ability to follow and carry out management instructions
8. Good time management skills and be able to work to deadlines
9. To maintain college confidentiality at all times
10. Be able to work on own initiative and as part of a team
11. To maintain development by undertaking training suitable to the post
12. To problem solve using initiative within bounds of competency
13. Ability to carry out the requirements of the role
14. To have a flexible attitude towards scheduling and duties
15. To be friendly, honest and reliable
16. To be presentable and maintain dress and department standards

Desirable

1. Knowledge of basic H&S and Fire Regulations
2. Previous experience of large institution working, e.g. schools, colleges, hotels etc.
3. Experience of planning tasks

Previous experience of manual handling and COSHH

APPLICATION PROCESS

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applicants will be judged on their completed application form and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: https://app.onlinesurveys.jisc.ac.uk/s/oxford/equality-diversity-monitoring-form-25-26-duplicate. If you would prefer a printed copy then please contact the HR Department at vacancies@wadham.ox.ac.uk or on 01865 277900.

The deadline for receipt of applications is **12 noon on 16 November 2026.** Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: jobvacancies@wadham.ox.ac.uk or alternatively the HR Manager at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: https://www.wadham.ox.ac.uk/gdpr-framework. This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities,

dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) • 10% discount in some University shops • Free entry to Oxford colleges and libraries which charge for admission • Discounted computer software from the University Computing Service • Free access to the University Botanical Gardens • Discounted membership of the Iffley Road gym and swimming pool
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party.
Pension	The University offers generous occupational pension schemes for eligible staff members. Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions
Travel	The College offers travel schemes and public transport travel discounts to staff. Full details are available from the College.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit https://childcare.admin.ox.ac.uk/home. Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.