

GENERAL ASSISTANT/PORTER

FURTHER PARTICULARS OF THE JOB

Wolfson College is a great place to work. Founded as a graduate college in 1966, it is one of Oxford University's largest and most international colleges, with a strong egalitarian and democratic ethos. The College is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

Wolfson is home to around 800 students from 75 countries, nearly 300 fellows and almost 100 postdocs. The College is located on the banks of the Cherwell River in north Oxford, with a campus of Grade 2 listed buildings and open parkland.

JOB DESCRIPTION

Main Purpose of Job: To provide a high standard of portering, cleaning and event room servicing / setups; assisting with other general housekeeping duties in College.

Relationships:

1. Responsible to: Housekeeping Manager and Supervisors.
2. Liaison with: Maintenance, Lodge and Events & Conferencing

Main Tasks of the Job:

- To set up event/meeting areas both inside and outside, arrange furniture to specific instructions given by the supervisor and ensure rooms are cleaned to a high standard.
- To clean the following areas: public rooms, conference rooms, quads, toilets, showers, offices, computer room, common rooms, staircases, weights room, luggage locker rooms, library, students' bar, outside areas, including walkways, nursery.
- To undertake various cleaning tasks i.e. general dusting of furniture, fixtures and fittings, brushing, polishing, mopping, vacuuming of floors, Bed making, washing of walls and skirting's and glass. Areas to be cleaned are: public rooms, conference rooms, quads, toilets.
- To service bins and refuse areas as specified in rotas.
- Use of electrical and mechanical equipment, floor scrubbing/buffer machine and carpet cleaner.
- To clean communal areas, such as bathrooms, toilets and pantry/kitchens areas to meet required standards of health and hygiene. Using various Chemicals as instructed by the Housekeeping Department.
- To report all maintenance issues to the Supervisors, or fill in the maintenance request form.
- To comply with the College's Health and Safety Policy and COSHH Regulations.
- To comply with the College dress code applicable to the Housekeeping department.
- To report to the Supervisors any issues such as damage to property or furnishings.
- To report any misuse of College property for example fire extinguishers, fire signs, cookers.
- To move and set up furniture and equipment within the college
- To set up conference rooms
- Exercise reasonable care to keep safe all documentary or other material containing confidential information, and return to the College any such material in your possession

at the time of termination of employment with the College, or at any other time upon demand.

- To complete any further duties as reasonably requested by the Housekeeping Manager or Supervisor/s.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education 	
Skills	<ul style="list-style-type: none"> • Good interpersonal skills with the ability to communicate positively and effectively • Ability to work in an organised and methodical manner and to a high standard • Willingness and ability to become familiar with and work within Wolfson College guidelines • Sufficient standard of spoken English, to be able to communicate effectively 	<ul style="list-style-type: none"> • Previous cleaning experience.
Work Experience	<ul style="list-style-type: none"> • Demonstrable experience in undertaking a range of cleaning duties 	
Personal Qualities	<ul style="list-style-type: none"> • To be physically fit sufficiently to be able to carry out all the duties, including lifting and moving heavy objects such as furniture • To be able to use own initiative • To understand the need of confidentiality • Ability to work well in a team and also with minimal supervision • Willingness to take personal responsibility for standard of work carried out 	<ul style="list-style-type: none"> • Commitment to self-development • Flexibility

TERMS AND CONDITIONS:

Appointment:	The post is available as soon as possible. It is full time with a standard six months' probation.
Hours:	Working hours are 40 hours per week on a 5 out of 7 rota. Normally the hours of work will be 10.00 am to 6.30 pm Tuesday to Friday and 7.30 am to 4.00 pm on Saturday, however there may be flexible start and finish times. There is an unpaid time taken for lunch (30 minutes). Some Sunday and out of hours working may be required, for which time off in lieu would normally be given.
Training:	The post holder will be given on-the-job training and is expected to attend relevant training, which will normally be during the working hours.
Annual Leave Entitlement:	39 days per annum, including 8 Bank Holidays.
Salary and benefits:	The salary for 40 hours week will be £25,397 per annum. Benefits include: an attractive pension scheme, free lunch within allowance, free parking.
Notice period:	1 week during probation, 1 month thereafter.
Other conditions	Work will be offered subject to providing evidence of the right to work in the UK, completion of the health questionnaire, obtaining satisfactory references and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection>)

APPLICATION:

Applications should include an application form and a covering letter explaining why you are interested in this post, why you are a suitable candidate and why you are leaving your current employment (if applicable).

Applications should be sent by post to the HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to recruitment@wolfson.ox.ac.uk

Closing date for applications is 9am on Monday 12 May 2025.

Interviews will take place in the week commencing 19th May 2025.