

# Oxford Centre for Islamic Studies

*An institution for the advanced study of Islam and the Muslim world*



## Scout/Cleaner

The Oxford Centre for Islamic studies is looking for a scout. The main purpose is to 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 Housekeeper.

<b>Salary:</b>	£22,631 per annum
<b>Benefits:</b>	27 days of annual leave per year plus bank holidays Generous pension scheme Free lunches during term time Free parking is available
<b>Hours of work:</b>	7am – 3pm, Monday to Friday  35 hours per week with a 30-minute paid break and a 30-minute unpaid break for lunch
<b>Purpose:</b>	To keep the Centre clean, tidy and in good repair, to report any faults or problems
<b>Responsible to:</b>	Housekeeper
<b>Responsible for:</b>	Own work and liaising with other staff

### Application Process

Applications, which should include a CV and cover letter, should be sent or emailed to Joanna Twardowska, Oxford Centre for Islamic Studies, Marston Road, Oxford, OX3 0EE or [housekeeper@oxcis.ac.uk](mailto:housekeeper@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 **Monday, 27 May 2024**. We will be interviewing candidates throughout the application period, so please submit your application early.

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

## **Background to the Oxford Centre for Islamic Studies**

### **About the Centre**

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). 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's website, which provides full details of the Centre's work, is at [www.oxcis.ac.uk](http://www.oxcis.ac.uk).

### **The Centre Building**

The Centre occupies purpose-built premises in Marston Road, 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 premises provide the Centre with accommodation for up to 54 scholars 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 expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

### **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