

Oxford Centre for Islamic Studies



*A Recognized Independent
Centre of the University of Oxford*

Scouts

Applications are invited for Scouts to work both at our present premises on George Street in Central Oxford and our new premises in Marston Road.

The Main duties will be cleaning the two buildings to a professional standard. The hours are flexible but will be between 10 and 37.5 hours per week. The salary on offer is £8.20 per hour plus other benefits offered by the Centre. For further particulars and a job description please see www.oxcis.ac.uk/vacancies.

Applications should be in the form of a covering letter and a CV e-mailed to Gordon.Brown@oxcis.ac.uk. Applicants should also be in a position to provide references.

Job Description

Scout (Cleaner)

Responsible to:	Housekeeper
Responsible for:	Own work and liaising with other staff
Hours of work:	10 to 37.5 per week, to be agreed
Main duties:	To keep the Centre clean and tidy and to report any faults or problems.

Keep specific areas of the Centre clean to a high standard, following the instructions of the Housekeeper.

This will include the following:

- Empty all waste bins daily, ensuring that all rubbish is put in the appropriate bin in the refuse area.
- All landings, stairways and entrances are to be swept daily. Carpeted areas are to be vacuum-cleaned regularly.
- Thoroughly clean toilets, baths and showers daily. Clean wash basins and mirrors daily. Ensure that there is ample toilet-paper in the toilets and that the towel dispenser has sufficient towelling to last the rest of the day / weekend.
- Kitchen areas to be cleaned daily. Crockery and cutlery to be washed as necessary.
- Dust or polish the furniture as necessary and vacuum carpets regularly. Dust ledges, shelves, window sills, paint-work and wood panelling. Ensure curtains are hanging properly and plump cushions, leaving room neat and tidy.
- Make beds in residential accommodation

Immediately report any defects to the Housekeeper or to the Lodge.

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.

Maintain good working relationships with other staff and all users of the centre.

Any other reasonable task as requested by the Housekeeper or other senior member of staff.

The duties currently described may be modified during the transition to the new building on Marston Road. Any changes will be made in consultation with the post holder.

Further particulars for the post of

Scout (Cleaner)

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 (number 293072). 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 New Centre Building

The Oxford Centre for Islamic Studies has now moved to new 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 new 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 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 ensure the new building in Marston Road can be used effectively. As we are expanding, this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

About the Post

We are recruiting a team of staff to ensure that cleaning is carried out to a high standard. We can have some flexibility regarding working hours. The team will develop and expand as the new building is completed and the space is occupied over the next year. The new building has been finished to a very high standard, and it is important that the staff we recruit are keen to ensure that the building is presented in the best possible way at all times.

Selection Criteria

Essential

- Good spoken and written English
- Experience of cleaning and the use of various materials and equipment
- Ability to clean to a high standard throughout the building
- Willingness to follow instructions and to complete tasks
- Enthusiasm for maintaining high standards of work
- Knowledge and experience of health and safety and fire safety within an office and/or residential building
- Confident, friendly, and helpful manner
- Physically fit

Desirable

- NVQ or similar qualification in cleaning
- Basic IT skills and the ability to learn to use specific IT systems.

Terms and Conditions

Appointment:	This is a permanent post, subject to a period of probationary service normally of six months.
Hours:	flexible - between 10 and 37.5 per week, earliest start 7.00am, usually Monday to Friday, but some weekend work may also be required.
Salary:	£8.20 per hour
Pension:	The Centre offers a contributory pension scheme.
Annual Leave:	The post holder is entitled to 27 days(pro rata) holiday per annum, plus statutory public holidays. Some holiday will normally be taken during a period of closure during the Christmas and New Year public holidays. All holiday must be authorised in advance by the Housekeeper.
Uniform:	A name badge, and uniform where provided, must be worn while on duty.

Application Process

Applications, which should include a CV and cover letter, should be sent or emailed to Mr Gordon Brown, Oxford Centre for Islamic Studies, George Street, Oxford, OX1 2AR or gordon.brown@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

There is no closing date as there are several posts available and recruitment will take place during the next few months. Please apply as soon as possible.

It is expected that shortlisted candidates will be invited for interview within two weeks of their application being received by the Centre.

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.