



## WYCLIFFE HALL

# Job Description & Person Specification Temporary Domestic Assistants (DAs)

Part time Temporary contract – (20<sup>th</sup> June – 9<sup>th</sup> September)

20 hours per week over

Hourly rate - £10.31

5 out of 7 days. Must be available to work weekends

Responsible to: Domestic Manager (DM)

Responsibilities include

- Ability to work as part of a team.
- Excellent customer service skills.
- Empty bins daily in rooms and offices.
- Daily cleaning of communal areas, bedrooms, toilets, bathrooms, offices, and conference rooms.
- Make up beds with fresh linen during conference/B&B/ other use of rooms when required.
- Move furniture where and when required.
- Clean outside walkways, entrances, and windows as and when required.
- Report any faults in fittings and furnishings to the Maintenance Department.
- Report any evidence of illegal activity in rooms to the Domestic Manager.
- Comply with Staff Regulations and Health & Safety Regulations as issued and report any breaches to the Domestic Manager.
- Your duties may be modified from time to time to suit the needs of the Hall.

Essential Skills / requirements

- Experience of working in a domestic team to a high standard.
- Ability to work as part of a team.
- DBS check will be required.

Please apply with a CV to - [vacancies@wycliffe.ox.ac.uk](mailto:vacancies@wycliffe.ox.ac.uk). There is no closing date and applications will be considered as they are received until all positions are filled.

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[www.wycliffe.ox.ac.uk](http://www.wycliffe.ox.ac.uk)

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