Further Particulars

Weekend Lodge Porter

Job Title	Weekend Lodge Porter
Term of contract	Permanent
Responsible to	Head Porter
Working with	All College members, staff and visitors to the College
Department	Domestic Bursary - Lodge
Hours of Work	16 hours per week, Saturday and Sunday. NB the shift patterns are 7am to 3pm and 3pm to 11pm on rotational basis (i.e. alternate weekends).
Holidays	11 days holiday
Meals	Whilst on duty and when the kitchens are open
Bus Pass	Oxford City Zone bus pass
Pension Scheme	Automatic enrolment into the Contributory Pension Scheme
Pay	£10.58 per hour
Probationary Period	3 months
Expected Start date	As soon as possible
Closing date for applications	12 noon on 21 June 2019
Interview date	Week commencing 1 July 2019
How to apply	Please complete the application form available from our website https://www.univ.ox.ac.uk/jobs-at-univ-2/ and email to: hr.admin@univ.ox.ac.uk or post to: HR Coordinator, University College, High Street, Oxford, OX1 4BH *Right to work:* All applicants must be eligible to work in the UK and may need to bring proof to the interview. *DBS:* A DBS Check will be required for this post.

The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous recruitment monitoring form.

Data Protection:
All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation.
If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on https://www.univ.ox.ac.uk/policy-documents/