



Further Particulars

Head Steward

About the College

Founded in 1249, University College ('Univ') is the oldest educational foundation in Oxford. It combines an ancient heritage with a thoroughly modern approach to fostering excellence in teaching and research.

Univ is an independent, self-governing educational charity overseen by the Governing Body, which has accountability as trustees for all aspects of the running of the College. The Governing Body comprises of approximately 50 Fellows and is chaired by The Master as well as underpinned by a structure of committees. In addition, there are approximately 85 academic staff comprising teachers and researchers and 120 non-academic staff working in various support roles.

Univ caters for approximately 600 students and 250 staff throughout both the academic and calendar year. Approximately 350 diners come through the Buttery on a daily basis, which provides up to 130 three course plated dinners three nights a week. In addition, the Fellowship of the College and their guests dine in Hall and the Senior Common Room for six nights each week where they enjoy a four course fine dining experience. Summer schools, conference catering and private diners are also provided for, with high end fine dining and weddings being an important part of our portfolio. For further information about the College go to www.univ.ox.ac.uk.

The Role

The Head Steward is a new position within the Catering team. The post-holder will report to the Catering Manager and be responsible for leading a dedicated team of 33 Front of House staff.

The Head Steward is responsible for the highest standards of customer experience to uphold the ethos of the College. The post holder is also responsible for a high standard of student experience within the area of responsibility, including the delivery of the College Bar service.

S/he will possess strong leadership qualities and outstanding organisational skills and need to be able to demonstrate passion and energy to be continuously identifying and developing areas for improvement. S/he will liaise regularly with other teams and departments, including the Kitchen, Conference and Events team, Development and the Master's Office to ensure every customer experiences a consistent level of service (see job description for further information).

Pay and Benefits

The salary for the Head Steward post is on the Oxford University, Grade 7 salary scale - £32,817 - £40,322. The post is offered on a permanent, full time basis (36.5 hours a week), Monday to Sunday.

In line with the responsibilities of the post, flexibility in working hours and days will be required. The role requires some out of hours work for events and college meetings.

The post carries with it generous benefits, including:

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| Annual Leave 30 days' annual holiday excluding bank holidays* | Free Lunches | Discounted Bus Pass |
| Pension Membership of the USS Pension Scheme | Occupational Sick Pay | Bicycle Purchase Salary Sacrifice Scheme |
| Family Friendly Policies & Practices Subject to qualifying | Private Health Insurance with access to spouse/partner and children | Training & Development |

*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate's right to work in the UK and the receipt of satisfactory references.

How to Apply

Applicants are asked to submit a CV and a personal statement, explaining how their experience, skills and qualifications meet the person specification.

Completed applications should be sent by email to hr.admin@univ.ox.ac.uk or by post to HR Coordinator, University College, High Street, Oxford, OX1 4BH. Late or incomplete applications may not be considered.

Deadline for applications - 12.00pm on 6 April 2020.

The interview date – 16 April 2020

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