



## Further Particulars

### Operations Assistant

<b>Job Title</b>	Operations Assistant
<b>Term of contract</b>	Fixed-Term (6 months)
<b>Responsible to</b>	Senior Operations Assistant and Accommodation Manager
<b>Working with</b>	Senior Operations Assistant, Operations Assistant, Housekeeping Manager and Scouts
<b>Department</b>	Domestic Bursary - Housekeeping
<b>Hours of work</b>	40 hours per week; Monday to Friday (to be worked between 8am and 4pm); some weekend may be required occasionally
<b>Holidays</b>	29 days holiday (pro rata) plus bank holidays.
<b>Meals</b>	Meals whilst on duty if the Kitchens are open.
<b>Pension Scheme</b>	Automatic enrolment into the Contributory Pension Scheme
<b>Bus Pass</b>	Oxford City Zone bus pass
<b>Training</b>	Full training will be given
<b>Pay</b>	£9.56 per hour
<b>Probationary Period</b>	3 months
<b>Expected Start date</b>	December 2020
<b>Closing date for applications</b>	12 noon on Monday, 23 November 2020
<b>Interviews date</b>	w/c 7 December 2020
<b>How to apply</b>	<p>Please complete the application form available from our website <a href="https://www.univ.ox.ac.uk/jobs-at-univ-2/">https://www.univ.ox.ac.uk/jobs-at-univ-2/</a> and email to: <a href="mailto:hr.admin@univ.ox.ac.uk">hr.admin@univ.ox.ac.uk</a> or post to: HR Coordinator, University College, High Street, Oxford, OX1 4BH</p> <p>Right to work: All applicants must be eligible to work in the UK and will need to bring proof to the interview.</p> <p><i>NB This position may require a satisfactory DBS check.</i></p>

*University College is an equal opportunity employer.*

**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/>