



Further Particulars

Lodge Porter (Nights)

Job Title	Lodge Porter (Nights)
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	7pm to 7am - 5 nights on, 5 nights off
Holidays	20 days holiday plus statutory holidays. College Staff may be required to work on Bank Holidays falling during term time.
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	£11.97 per hour (paid monthly)
Probationary Period	3 months
Expected Start date	As soon as possible
Closing date for applications	3 December 2021
Interview date	Week commencing 6 December 2021
How to apply	<p>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</p> <p><i>Right to work:</i> All applicants must be eligible to work in the UK and will need to bring proof to the interview.</p> <p><i>DBS:</i> An enhanced DBS check will be required for this post.</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/>