



## Further Particulars

### Lodge Porter (Weekends)

<b>Job Title</b>	Lodge Porter ( Weekends)
<b>Term of contract</b>	Permanent
<b>Responsible to</b>	Head Porter
<b>Working with</b>	All College members, staff and visitors to the College
<b>Department</b>	Domestic Bursary - Lodge
<b>Hours of Work</b>	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).
<b>Holidays</b>	11 days holiday
<b>Meals</b>	Whilst on duty and when the kitchens are open
<b>Pension Scheme</b>	Automatic enrolment into the Contributory Pension Scheme
<b>Pay</b>	£11.08 per hour
<b>Probationary Period</b>	3 months
<b>Expected Start date</b>	As soon as possible
<b>Closing date for applications</b>	12 noon on - D Q X D U \
<b>Interview date</b>	Week commencing - D Q X D U \
<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></p> <p><i>Right to work:</i> All applicants must be eligible to work in the UK and may need to bring proof to the interview.</p> <p><i>DBS:</i> A DBS Check will be required for this post.</p>

*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/>