



## Further Particulars

### Lodge Manager

#### About the College

Founded in 1249, University College (Univ) is one of the oldest colleges of Oxford University. The College functions as an independent institution and as a social and residential centre for its members. It has approximately 420 undergraduate and 220 graduate students studying most of the core subjects on offer at Oxford.

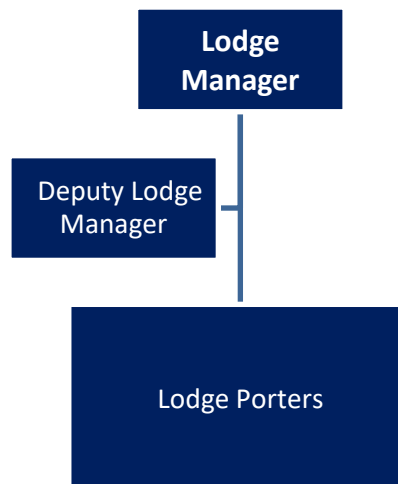
Similar to other Oxford colleges, Univ is a self-governing institution. The ultimate authority for all decisions rests with the Governing Body, which comprises the Master (the Head of the College) and Fellows. The Governing Body is serviced by a structure of committees, chiefly the Academic Committee, concerned with academic policy and administration, the Finance Committee and the General Purposes Committee, concerned with other aspects of the management of the College.

The College is located on an attractive historic site in the centre of Oxford and the Lodge is situated at the main entrances for students, staff and visitors to the College. Information about the College is available on our website at <http://www.univ.ox.ac.uk/>.

#### The Team

The Lodge is the welfare, security and information hub of the College, monitoring alarms, safeguarding keys, receiving and sending mail, directing visitors and providing general information. The porters are a crucial part of College life – combining welfare skills where needed with practical knowhow in many situations to help students through their time at Univ.

The successful candidate will manage a team of seven full-time/part-time staff plus casuals:



The Lodge is staffed between 07:00 and 23:00 hours Monday to Sunday, 7 days a week for most of the year. While each member has specific responsibilities, it is a friendly ‘all hands on’ office where teamwork is essential and expected.

## The Role

The Lodge is the ‘go-to people’ for solving immediate problems in College. Therefore, the Lodge Manager’s role is key in leading a team that is a core part of Univ’s support network for students, Fellows, alumni, staff and visitors. The post-holder will report to the Domestic Bursar and work closely with the College Officers, Fellows and staff to maintain and promote excellent customer service (see the Job Description for further information).

## Pay and Benefits

The post is on the University Grade 6 scale (£30,502 – £36,386 per annum). Appointment are normally made at the start of the scale but a higher salary is possible depending on experience. This is a permanent, full-time position (based on a standard 36.5 hour week).

In line with the responsibilities and benefits of the post, flexibility in working hours will be required. The role requires out of hours work on occasion to cover events, meetings and emergencies.

The additional benefits of the post include:

<p><b>Annual Leave</b> 30 days’ annual holiday excluding bank holidays*</p>	<p><b>Free Lunches</b> While on duty and if the kitchens are open</p>	<p><b>Pension</b> Membership of the USS Pension Scheme</p>
<p><b>Employee Assistance Programme</b></p>	<p><b>Occupational Sick Pay</b></p>	<p><b>Bus Pass Purchase Scheme</b></p>
<p><b>BUPA Health Care Insurance</b> with access to spouse/partner and children</p>	<p><b>Enhanced Maternity Pay</b></p>	<p><b>Bicycle Purchase</b> Salary Sacrifice Scheme</p>

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

## To apply:

Please submit a CV and supporting statement describing your suitability for the role. The documents can be sent by email to [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk) or post to HR, University College, High Street, Oxford, OX1 4BH.

**Deadline** – N/A. The role will remain open until it is filled.

The appointment will be conditional on a right to work check, DBS and satisfactory references.

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