



Further Particulars

Hall Steward

Job Title	Hall Steward
Term of contract	Permanent
Responsible to	Head Steward
Working with	Conferencing and Events and Kitchen teams
Department	Domestic Bursary – Front of House
Hours of work	40 hours per week/straight shifts on a rotational system to cover mornings, evenings and weekends.
Holidays	29 days holiday plus bank holidays (pro rata). The College is closed each year from Christmas to New Year.
Meals	Whilst on duty and when the kitchens are open.
Bus Pass	Oxford Smart Zone bus pass
Pension Scheme	Automatic enrolment into the Contributory Pension Scheme
Pay	£13.47 ph - £14.18 ph (£28,017 - £29,494 per annum) depending on experience
Probationary Period	6 months
Expected Start date	As soon as possible
Closing date for applications	9 June 2023
Interviews date	TBC
How to apply	<p>Please send a CV or 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 Team, 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>

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/>