



## Further Particulars

### Deputy Head Porter

<b>Job Title</b>	Deputy Head Porter
<b>Term of contract</b>	Permanent
<b>Responsible to</b>	Head Porter
<b>Working with</b>	Students, Fellows, Staff, visitors to the College
<b>Department</b>	Domestic Bursary - Lodge
<b>Hours of work</b>	Full time
<b>Holidays</b>	29 days holiday plus bank holidays (pro rata). The College is closed each year from Christmas to New Year.
<b>Meals</b>	Whilst on duty and when the kitchens are open.
<b>Bus Pass</b>	Smartzone annual bus pass
<b>Pension Scheme</b>	Automatic enrolment into the Contributory Pension Scheme
<b>Pay</b>	£15.09 per hour
<b>Probationary Period</b>	6 months
<b>Expected Start date</b>	As soon as possible
<b>Closing date for applications</b>	12 noon on 16 August 2024
<b>Interviews date</b>	w/e 1 September 2024
<b>How to apply</b>	<p>Please submit a CV and a cover letter, explaining how your experience, skills and qualifications meet the criteria for the post <a href="#">here</a>.</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. A DBS check is required.</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/>