



Further Particulars

Lodge Porter

About the College

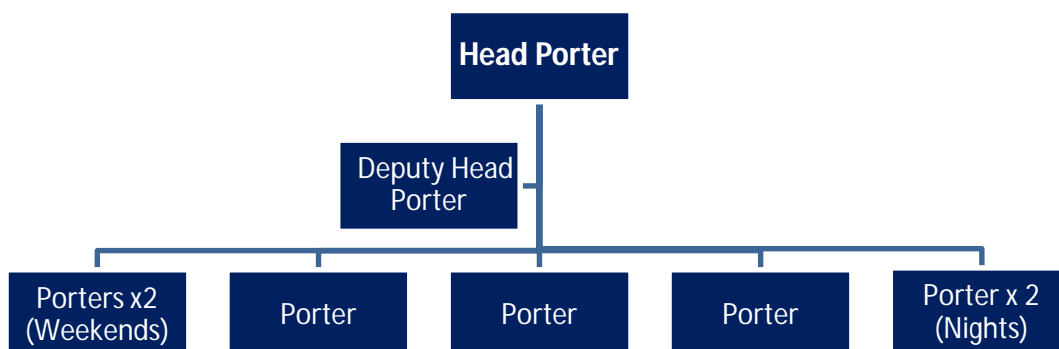
Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. The College functions as an independent institution and as a social and residential centre for its members. It has approximately 430 undergraduate and 300 graduate students studying most 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, and 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 Lodge is staffed 24 hours a day, 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. The post holder will be expected to contribute to the efficient and effective running of the lodge, to receive enquiries and to promote a positive, welcoming and professional image of the college to everyone who has contact with the lodge whilst maintaining a secure and safe working environment for all College members (see the Job Description for further information).

Pay and Benefits

The rate of pay is £13.54 per hour. This is a permanent, full-time position (based on a standard 40 hour week) In line with the responsibilities and benefits of the post, flexibility in working hours will be required.

The additional benefits of the post include:

<p>Annual Leave 29 days' annual holiday excluding bank holidays*</p>	<p>Free Lunches While on duty and if the kitchens are open</p>	<p>Pension Membership of the OSPS Pension Scheme (incl. salary exchange)</p>
<p>Employee Assistance Programme</p>	<p>Occupational Sick Pay</p>	<p>Free Bus Pass</p>
<p>Free Uniform</p>	<p>Enhanced Maternity Pay (day 1 rights)</p>	<p>Bicycle Purchase 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

The appointment will be conditional on verification of the successful candidate's right to work in the UK, the receipt of satisfactory references and a DBS check.

To apply visit our website for more details: <https://www.univ.ox.ac.uk/jobs-at-univ-2/> Applicants are asked to submit a CV and a cover letter. Late or incomplete applications will not be considered.

The closing date for applications is 12.00pm **6 December 2024**

Interviews will be held in **w/c 16 December 2022**.

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