



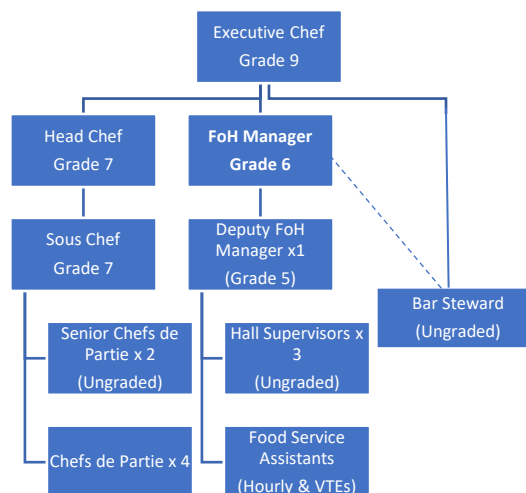
Further Particulars

Front of House Manager

The Role

The Front of House Manager reports to the Executive Chef and works alongside the Front of House staff team (and the chefs) to maintain the smooth day-to-day running of dining areas, the Senior Common Room (SCR), and a wide range of College events. The role focuses on operational coordination, supervising front-facing staff, maintaining service standards, and ensuring well-presented facilities for students, Fellows, staff, etc.

The post-holder will bring exceptional customer service standards to the role and ensure the team functions in a coordinated, effective and efficient manner daily. The ideal candidate will possess excellent communication and customer service skills, outstanding organisational abilities and have a passion for continuous improvement at a personal and team level. (see attached Job Description for further information).



Pay and Benefits

The post is offered on a permanent, full-time basis (36.5 hours a week - Monday to Sunday). The salary is on Oxford University's Grade 6 scale - £35,681 - £41,636.

In line with the responsibilities of the post, flexibility in working hours and days will be required. Occasionally, the post holder will be expected to complete some out-

of-hours work for events and college meetings.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday excluding bank holidays*	Free Lunches	Discounted Bus Pass
Pension Membership of the USS Pension Scheme	Occupational Sick Pay	Bicycle Purchase Salary Sacrifice Scheme
Family Friendly Policies & Practices	Private Health Insurance with access to spouse/partner and children	Training & Development

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 right to work in the UK.

How to Apply

The post is open to only internal candidates (Univ staff) 'at risk'. NB Please discuss your status with HR, if you require further information.

Applicants are asked to submit a CV and a personal statement, explaining how their experience, skills and qualifications meet the person specification (see the Job Description).

Completed applications should be sent by email to hr.admin@univ.ox.ac.uk or by post to HR Coordinator, University College, High Street, Oxford, OX1 4BH.

Deadline for applications - 12.00pm on 6 February 2026