# Further Particulars

## Deputy Head Porter

### 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 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, 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 Lodge Team

The Lodge is the welfare, security and information hub of the College. It is staffed 24 hours a day, 7 days a week, all year when the College is open. Lodge staff are involved in various activities, e.g., monitoring alarms, safeguarding keys, receiving and sending mail, directing visitors and providing general information. The team is 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 Role

The post-holder will report to the Head Porter and work closely with the Students, Fellows, Staff, visitors to the College to maintain and promote excellent customer service (see the Job Description for further information).

### Pay and Benefits

The post is on the University Grade 5 scale (£32,108 – £37,338 per annum). 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:

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| **Annual Leave**<br>30 days' annual holiday excluding bank holidays* | **Free Lunches**<br>While on duty and if the kitchens are open | **Pension**<br>Membership of the OSPS Pension Scheme (salary sacrifice) |
| **Employee Assistance Programme** | **Occupational Sick Pay** | **Bus Pass Purchase Scheme** |
| **Private Health Insurance**<br>with access to spouse/partner and children | **Enhanced Maternity Pay** | **Bicycle Purchase**<br>Salary Sacrifice Scheme |

*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 complete the application form and email to: hr.admin@univ.ox.ac.uk or post to: HR Team, University College, High Street, Oxford, OX1 4BH

**Deadline** – **12 pm** on **30 March 2026**

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

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