



Further Particulars Weekend Lodge Porter

(Ref 900229)

Previous applicants need not reapply

We are looking for an individual who enjoys being in a busy environment undertaking a wide variety of duties from reception services, to monitoring security systems and responding to major emergencies, such as fire alarms or accidents. The successful candidate will have a key role to in supporting alumni, conferences and other events in College ensuring that lecture rooms and conference facilities are properly and correctly prepared to meet customers' requirements. The ideal candidate will be flexible, be able to work calmly and discreetly under pressure and have previous experience in customer-facing or service roles. A good standard of general physical fitness and sound communication skills are also key requirements for this post.

The Weekend Porter will need to have the personal flexibility to participate in a shift rota comprising of a morning shift from 7am to 3pm, and an evening shift from 3pm to 11pm (one weekend morning shift, the next weekend evening shift). Occasionally there may be opportunities for the Weekend Porters to be offered additional hours in the week to cover annual leave and sickness of other members of the Lodge team, but it is not a requirement of the role. Lodge staff encouraged to become qualified first aiders. The successful candidate will be required to undergo an enhanced check through the Disclosure and Barring Service.

As part of our commitment to equality and diversity, we would particularly welcome applications from women, who are currently under-represented in the Lodge.

About Somerville College

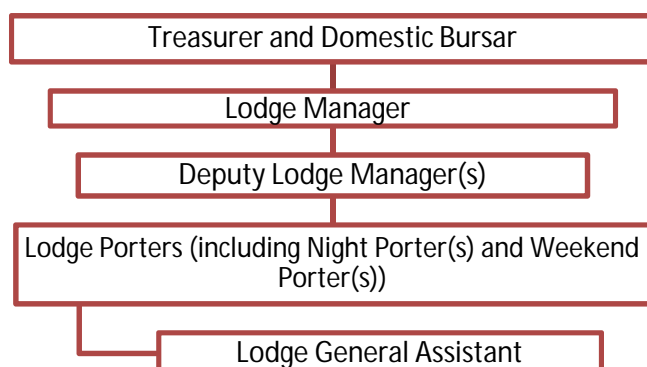
Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 550 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

The College Lodge

The Lodge is staffed seven days a week, twenty-four hours a day, by a team of full time and part time Lodge staff providing reception and security services for the College. The department is managed by the Lodge Manager, and he is supported in this role by two Deputy Lodge Managers.

The Lodge is very much a focal point for communication within the College and is the first point of contact for students, academics, alumni, conference delegates, bed and breakfast guests and other visitors to the College. Porters are required to wear a uniform and to present themselves smartly at all times whilst at work.

Lodge Organisation Chart



For further information about the College, please visit www.some.ox.ac.uk

Main Duties

- Provision of reception and general information service for College members, members of the university and the public, and reception services for conference delegates during term and vacation
- Operation of the College telephone switchboard, transferring calls to the appropriate lines and taking and passing on messages to the relevant person where appropriate
- Receipt, sorting, and forwarding of University mail, royal mail, registered mail, documents, newspapers and messages, ensuring that the mail is sent as per the sender's requirements
- Assist in monitoring security of the College; to include undertaking regular security checks of College premises, checking the validity of vehicles parked with the College grounds, operating the security gate allowing access to traffic quad and observation of security monitors
- Act appropriately in the event of any emergency, contacting the emergency services, informing the Duty Manager and/or Duty Dean and assisting in whatever way possible, in line with College procedure
- Operate, after training, the following computerised systems in the Lodge: "FORUM" Student/Guest check-in, access control card security system, asset management monitoring and digital CCTV monitoring system
- Issue keys and Access Control cards to students, College members and conference delegates, ensuring that accurate records are maintained, including bed and breakfast documentation
- Assist with setting up meeting rooms for College use and conferences, moving furniture and putting up the College Marquees (with the assistance of other Lodge staff)

Selection Criteria

Essential

- Able and willing to work both morning and evenings shifts at weekends on a rotational basis
- Physically fit: able to respond swiftly to emergencies at any location in College including up several flights of stairs, able to move furniture, set up meeting rooms, and put up marquees
- Experience of working within a customer-facing or service environment
- Able to work effectively as an individual or as part of a team
- Able to interact courteously and appropriately with all College members, including students, academic and support staff, and conference delegates and members of the public, at all times
- Good communication skills in English (verbal and written skills), including the use of the telephone
- Able to recognise sensitive situations and deal with them appropriately
- Able to work discretely and maintain confidentiality at all times
- Able to respond appropriately to emergency situations
- Able to work under pressure and meet deadlines
- Basic computer literacy, including the use of email and the ability to use databases with training
- Experience of keeping written and computer records
- Good numerical skills and competent with handling cash
- Able to adhere to standard procedures and protocols
- Flexible and adaptable with a positive approach to change and new challenges, training and self-development
- Sympathy with the aims and ethos of Somerville College (see www.some.ox.ac.uk)
- A willingness to undertake conflict resolution training

Desirable

- Previous experience in a College environment or similar institution
- First aid qualification or willingness to undertake training
- An awareness of issues relevant to Oxford University and Oxford Colleges, including equality and diversity and widening access and participation

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent part-time post and will be dependent on satisfactory completion of a three-month probationary period. The appointment will be made subject to a satisfactory enhanced check with the Disclosure and Barring Service and other pre-employment checks as listed below.
Salary	<p>The starting salary will be <u>£7,587.20</u> per annum for 15 hours per week, (full time equivalent £18,968 for 37.5 hours per week). This equates to an hourly rate of pay of £9.73. The post is aligned to Band 3 of the Somerville College pay spine with a salary range of £7,587.20 to £8,260 for 15 hours per week (full time equivalent salary range £18,968 to £20,650 for 37.5 hours per week).</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	Normal hours of work will be worked on a rotating shift of 7.00 am to 3.00pm on Saturday and Sunday the first week, and 3.00pm to 11.00pm on Saturday and Sunday the next week. Total weekly hours will be 15 hours per week exclusive of meal breaks.
Holiday Entitlement	The post holder will be entitled to 13.5 days holiday a year (pro rata the full time holiday entitlement of 33 days per year inclusive of 8 public holidays). Agreed College closure days will be deducted from the leave entitlement.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of (pro-rata) six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	On-site parking facilities are available to Lodge staff working late or night shifts

Application Procedure

Previous applicants need not reapply

1. Complete the application form **by hand, in your own handwriting**. Forms can be downloaded from www.some.ox.ac.uk/jobs in Word and PDF format. If you do not have access to a computer, application forms may also be obtained from the College Lodge on Woodstock Road, telephone 01865 270600.
2. **Scan and email or post your completed application form to the Human Resources Manager at: human.resources@some.ox.ac.uk Somerville College, Woodstock Road, Oxford OX2 6HD stating vacancy reference 900229.**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy, separately from your application to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail so please include an email address for these purposes. Please also ensure to check spam/junk folders to ensure communications from us have not inadvertently been filtered as spam by your email client.
8. **The closing date for completed applications is 10am on Monday, 25th April 2016**
9. **Interviews will be held on/around Tuesday, 17th May 2016.**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.