



Lodge Porters (Casual)

Ref: 900440

Somerville College would welcome applications from candidates who would be interested in carrying work on a casual basis in the Lodge. The shifts on offer will be according to the Lodge rota system comprising morning shifts from 7am to 3pm, and evening shifts from 3pm to 11pm, both weekdays and weekends.

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.

Main duties

- Provide high quality reception and general information services for College and University members, and the public.
- Provide reception services for bed and breakfast guests and conference delegates during term and vacation.
- Moving and setting up furniture within the college as and when requested by the Lodge Manager/Deputies.
- In the absence of the general assistant, or with the assistant, remove rubbish within the college grounds or complete general cleaning duties, ensuring the college grounds are kept clean and tidy.
- Operate the telephone switchboard, transferring calls to correct recipients and taking messages when appropriate.
- Receipt, sorting, and forwarding of University mail, royal and registered mail, documents, newspapers and messages. Inform the recipients of parcels and registered post of and ensure its safe keeping until collection.
- Operate the Lodge franking machine ensuring post is ready and correct for posting.
- Assist in monitoring College security including; monitoring alarm systems, challenging trespassers, correct and lawful operation and monitoring of the CCTV system, undertaking regular security checks of premises and operating security gate access to permitted vehicles.
- Record any incidents in the Lodge message book or via email and provide timely and accurate reports of any incidents and accidents as necessary to the Lodge Manager or Deputy Lodge Manager.
- Understand and follow the College emergency procedures including fire and other emergencies.
- To be prepared to act in the event of any emergency, contacting the appropriate emergency services, informing the Duty Manager and/or Duty Dean and assisting in whatever way possible, in line with College procedure.
- Correct and accurate issuing of keys and Access Control cards to students, college members' contractors, bed and breakfast guests and conference delegates, ensuring that accurate records are maintained at all times. Inform Lodge Manager of any loss or breakage of any key or access card in a timely manner.
- Adhere to the College's Health and Safety Policy, carrying out duties in accordance with training and instruction received. Inform the Lodge Manager or Deputy of any potential hazard or danger; and take reasonable care at all times to guard personal safety and that of all people who may be affected by the job holder's actions at work.

Application Procedure

Please include:

1. A completed application form
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email you completed application to: recruitment@some.ox.ac.uk please quote reference 900440 in the heading

Equal Opportunities information collected is not part of the selection process and will not be circulated to the panel. Completion of the monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

There is no closing date for this vacancy.

Applications will be assessed as they arrive and suitable candidates invited to interview. Early application is advised.

Equal Opportunities

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry and progression will be determined only by personal merit and the application of criteria which are related to the duties of each 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 a protected characteristic. 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.

Eligibility to work in the UK

It is a criminal offence for us 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 work can commence.** You will need to provide original documents (where any documents are not in English a certified translation will be required). **Do not include these documents with your application** – they will be requested from you at the appropriate point in the selection process.

References

You are asked to give us details of two people who have agreed to give a reference for you. Please see the application form for details of acceptable referees.

Medical fitness

Any offer of work will be conditional upon receipt of a completed health assessment questionnaire and confirmation from our Occupational Health Service of medical fitness (allowing for any reasonable adjustments in line with the provisions of the Equality Act 2010). The purpose is to: assess medical capability to do the work, determine whether any reasonable adjustments or auxiliary aids may be required, and ensure that none of the requirements of the job would adversely affect any pre-existing health conditions. Work will not commence until medical fitness (and any reasonable adjustments that may be required), is confirmed by the Occupational Health Service.