



Further Particulars

Operations Assistant

We are looking for a self-motivated individual, to work alongside members of the Lodge and Housekeeping departments to provide support in respect of day-to-day room set ups, moving furniture and various Housekeeping tasks, as required. Physical fitness and sound communication skills are necessary to be successful in this post.

This is a permanent, full time (37.5 hours per week) role. The working pattern is 7 a.m. to 3 p.m. Monday to Friday, however some flexibility will be required occasionally, either in the morning or in the afternoon, to cover operational needs.

You will be responsible to the Lodge Manager and report to the Deputy Lodge Manager on duty and/or the Housekeeping and Accommodation Manager as necessary.

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, who is supported by two Deputy Lodge Managers.

The Lodge is 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

- Daily set up of conference and exam rooms as directed by the Lodge.
- Moving heavy items, including but not limited to; beds, chairs, mattresses, wardrobes, tables, chairs, cabinets and white goods.
- Moving equipment and furniture between rooms, buildings, College properties and other locations as required. This may include boxing and moving appliances, equipment, books and boxes.
- Assisting with emptying and decluttering of College storage rooms.
- When required, assisting with moving items into and from College storage rooms.
- Moving linen bags to appropriate areas for pick-up/storage as required.
- Assisting the Lodge and Housekeeping Managers with set-up and furniture moves for changed room use.
- Moving and storing Housekeeping store deliveries as required.
- Assisting the Lodge Reception team with moving and delivering of heavy parcels such as delivering boxes of paper/stationery to offices around College.
- Assist Housekeeping team in conference periods with managing laundry and rubbish collections.
- Support Housekeeping with distribution of toasters, kettles, replacement lights to student rooms and offices as required.

Cleaning

- Cleaning any designated (internal and external) areas of College as required, including sweeping of all College areas and cobwebbing.
- Collecting rubbish and transferring to appropriate bins/collection areas. Moving bins as required.
- Emptying cigarette bins.
- Cleaning of gym including equipment. Carpet and floor cleaning as required.

Miscellaneous

- Report damages, breakages and other issues.
- 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.
- Complete any other tasks as requested by the Lodge or Housekeeping Manager based on departmental need commensurate with the level of the post.

Selection Criteria

Essential

- Must have the physical fitness to be able to lift and move heavy items including furniture and use basic equipment such as trolleys and carpet cleaners.
- Able to work effectively as an individual and as part of a team.
- Able to interact courteously and appropriately with others at all levels.
- Ability to follow basic written and spoken instructions in English, and able to communicate in English to relay information.
- Comfortable working at height (e.g. using a ladder) and in confined spaces (e.g attic spaces)
- Willingness to attend relevant training courses.
- Reliable with a flexible 'can-do, will-do' approach to work.
- Able to adhere to standard procedures and protocols.
- Excellent time keeping

Desirable

- Previous experience of working in a College environment or similar institution.
- Awareness of Health and Safety legislation.

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, full-time post and will be dependent on satisfactory completion of a three-month probationary period. The appointment will be made subject to satisfactory employment checks as detailed below under 'Pre-Employment Screening'.
Salary	The starting salary will be £26,083 p.a. for 37.5 hours per week, which is aligned to Band 1 of the Somerville College salary scale for support staff and equates to an hourly rate of £13.38 per hour. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	Normal hours of work will be 7 a.m. to 3 p.m. Monday to Friday. Some flexibility will be required occasionally either in the morning or in the afternoon, to cover operational needs. There may be an opportunity for overtime either during the week or weekend depending on operational needs and availability.
Holiday Entitlement	The post holder will be entitled to pro-rata of 38 days holiday a 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	A meal 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.
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 or vaping is allowed in any part of the College.
Parking	There is no parking on-site.

Application Procedure

Please apply via www.some.ox.ac.uk/about/jobs using our online recruitment site.

Closing date for completed applications is noon, Friday 5 September 2025.

Interviews are likely to take place week commencing 22 September 2025.

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 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.

Your data

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 policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment screening

Any offer of employment will be subject to the following:

1. Documentary proof of right 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.**

Our HR team will provide further details at the appropriate stage in the process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications, licences, registration or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Any offer of employment will be conditional upon receipt of a completed pre-employment medical health declaration. If necessary, confirmation of medical fitness for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010) may need to be obtained by our Occupational Health provider.

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The HR team will advise applicants of the need for any additional checks as appropriate.

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