Weekend receptionist: Job description

Job title: Weekend receptionist

Department: Operations Team

Responsible to: Head of Operations

We are looking for a friendly and welcoming receptionist available to work weekends during Trinity Term 2018, typically between 11am and 5pm. These dates include 21st-22nd April, 28th-29th April, 5th-6th May, 12th-13th May, 19th-20th May, 26th-27th May, 2nd-3rd June, 9th-10th June, 16th June.

This is a temporary position as we trial the opening of our reception at weekends. Should our trial period be successful, there may be future opportunities for employment over the summer and for weekends during future student terms. We are willing to consider one or more people as part of a job-share arrangement.

Responsibilities:

- Providing a reception service at our main enquiries desk, greeting and assisting students and visitors to the College.
- Receiving, sorting and distributing mail and parcels as appropriate.
- Issuing keys for accommodation and meeting rooms, as instructed, and ensuring that key issue records are up-to-date.
- Responding to fire alarms and emergencies in line with the College’s emergency procedures, working in collaboration with our Junior Deans and Oxford University Security Services.
- Ensuring that any events taking place are in accordance with room booking policies and procedures, calling on our Junior Deans as necessary.
- Checking that the site and its members are safe and secure: keeping an eye on arrivals via our main entrance, and walking around the site occasionally, challenging any unwelcome guests as necessary and making sure that key areas are secure.
- Providing basic administrative support (e.g. typing up lists, responding to emails) to assist with accommodation and conferences.
- Any other duties consistent with the purpose of the job as required.

Person specification:

Essential:

- A proactive and self-motivated attitude to work
- Excellent time-keeping and reliability
- Excellent personal presentation and personal hygiene
The ability to communicate and work as a team
- Good written and spoken English
- Eligibility to work in the UK
- IT skills, especially Microsoft Word and Microsoft Excel
- The ability to keep calm under pressure or in an emergency.

Desirable:
- Experience of working in a similar role, especially working with students
- Experience in delivering excellent customer service and responding to students’ needs
- First Aid trained

Hours of work
11am to 5pm on Saturday and Sunday during the academic term, from Saturday of Week 0 to Saturday of Week 8 inclusive. Details of Oxford term dates are at [https://www.ox.ac.uk/about/facts-and-figures/dates-of-term](https://www.ox.ac.uk/about/facts-and-figures/dates-of-term).

For our summer term, these dates are between Saturday 21st April and Saturday 16th June.

Salary and benefits
£8.75 per hour, reviewed each year according to Living Wage calculations. Statutory paid holiday is provided.

Notice
During this temporary contract, the notice period is one week.

Application
Candidates should complete the application form available on the College website: [www.rpc.ox.ac.uk/vacancies](http://www.rpc.ox.ac.uk/vacancies) and send it to Stephen McGlynn, Regent’s Park College, Pusey Street, Oxford, OX1 2LB, or send it electronically to stephen.mcglynn@regents.ox.ac.uk.

Closing date: 9.00 am Monday 16th April 2018

Interviews
Interviews will be held in the week commencing 16 April.

Equal Opportunities
The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University 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.
For monitoring purposes we ask that an equal opportunities form be completed and these are sent out on receipt of an application.

**Right to Work**
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.** Normally passport with relevant visa, residence permit or EEA ID card suffice. **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.

**Valid NI number**
The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at [https://www.gov.uk/apply-national-insurance-number](https://www.gov.uk/apply-national-insurance-number).