Regent’s Park College Oxford

Further Particulars

*Night Porter (Part-time)*

**Regent’s Park College**

Regent’s Park College is a small friendly college (Permanent Private Hall) which is part of the University of Oxford. It is also a Baptist foundation. It has about 200 full-time students and 70 who are part-time. These include about 115 undergraduates, 115 postgraduates, 25 candidates training for the Baptist ministry and 15 visiting students who come for between one and three terms as part of their home degree, mostly from the USA and EU. About 20 full-time staff and a number of part-time staff provide the academic, administrative, library and domestic resources for the College.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

Further information can be found on the college’s web site: [http://www.rpc.ox.ac.uk](http://www.rpc.ox.ac.uk).

**Overview of Role**

A flexible and practical individual is sought to join the operations team of the College.

**Job title** Night Porter (Part-time)

**Salary** £11 per hour

**Hours** 22.5 hours per week, 10pm–6am Thu, Friday and Sat (inc 30 minute break), term-time only (weeks 0-9)

**Contract type** Permanent

**Responsible to** Director of Operations

The Night Porter provides a reception and security service for the college outside of normal reception hours. The Night Porter is the first point of call for out of hours emergencies such as fire alarms, medical emergencies and incidents.

**Duties and Responsibilities**

The duties of the post are subject to regular review as the role develops, but will include:

**Reception**

1. Provide assistance to overnight guests and conference/event functions as required.
2. Deal with any issues relating to students or conference guests getting locked out of rooms and assisting with the issue of keys to students and conference guests arriving out-of-hours. We ask that students make alternative arrangements if locked-out during unsociable hours (generally after midnight), unless there is an emergency or welfare concern.
3. Receive telephone calls to the main College numbers and managing or redirecting as necessary.
4. Receive and sort mail, as necessary.
5. Carry out administrative/reception tasks as directed.
Security

1. Lock up each evening, in adherence to an agreed schedule, ensuring good practice in the closing of doors and windows, and encouraging a responsible approach to security and safety by all residents.
2. Carry out security, monitoring patrols as instructed by the Director of Operations.
3. Ensure the safety and security of College members by remaining vigilant at all times, ensuring that anyone who is not recognised is politely challenged as to why they are within the College;
4. Carry out security and fire safety checks of College areas as required by the Director of Operations.
5. Monitor the College CCTV system and be able to download information to provide to the necessary authorities in the absence of the Director of Operations
6. Ensure that breaches of security are dealt with promptly, reporting and logging all such incidents.
7. Ensure that strangers do not remain on site, calling on the assistance of University Security Services or Thames Valley Police in difficult situations.
8. Ensure that statutory records are made as necessary, including records of fire alarm activations, hazard reporting, accident forms, and records of entering students’ rooms.
9. Enforce College Rules, ensuring that noise disruption is kept to a minimum and that procedures for managing noise or behavioural issues are complied with to minimise the impact on residents of the college.
10. Acting as first-line liaison with Oxford University Security Services out-of-hours.

Health and Safety

1. Deal with minor matters of maintenance, e.g. the replacement of light bulbs, resetting electrical trips, and ensuring that more serious matters are reported swiftly to the Maintenance Officer or the Director of Operations.
2. Provide briefing/handover notes as necessary to the Operations Team.
3. Act as designated First Aider and Fire Marshall whilst on duty (training given).
4. Swiftly report any issues relevant to the operational running of the College, particularly compliance issues relating to health and safety, fire safety, alcohol and premises licensing, Prevent, and safeguarding to the Director of Operations.

Emergencies

1. Act as the first response to fire alarms and pre-alarms from the fire panel. This includes ascertaining where the source of possible fire might be, dealing with false alarms, liaising with security services and senior staff members, managing roll calls.
2. Be alert for incidents such as fire, medical emergencies or theft and to deal with such emergencies promptly and appropriately.
3. Ensure that accidents and illness are dealt with promptly and appropriately, with details recorded in the accident book.
4. Respond to emergencies relating to water, electricity or gas including initial isolation of the appropriate supplies when Maintenance staff are not present in College.
5. Reporting suspected maintenance issues to Maintenance.
6. To accurately report all incidents (including fire) in accordance with the specified procedure and implement emergency procedures as directed.
Person specification and selection criteria

**Essential**

1. Flexible and practical.
2. Ability to communicate at all levels.
3. Good verbal and written communication skills.
4. Working knowledge of security and health and safety issues.
5. Able to use initiative to solve day to day problems or to react appropriately in the case of emergencies.
6. Confident working alone during unsociable hours and without direct supervision.
7. Ability to work with confidential information in appropriate ways, with due regard to Data Protection legislation and information security.
8. Willing to work flexibly within the fluctuating demands of the University calendar.

**Desirable**

1. Experience of a University environment.
2. Knowledge of emergency procedures and First Aid (training to be provided).
3. Awareness of basic maintenance.

**Benefits**

The full-time holiday entitlement is 25 days per year plus 8 Public Holidays. Holiday will be paid pro-rata hours worked. Usually it will not be possible to take holiday during term time. The May Bank holidays, falling during her time, are normally worked with 2 days taken in lieu.

The College provides a health cash plan for employees.

As a University Card holder, there will other benefits available to you, including discounts in some University shops, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum, discounted computer software from the University Computing Service, and access to free or discounted University training courses.

While the kitchens are closed during the hours of this role, a meal allowance can be offered.

**Safeguarding**

This appointment is subject to a DBS check which will be arranged by the College.

**Application procedure**

Candidates should address a letter of application to Michael Freeman, Director of Operations explaining how they meet the criteria specified along with C.V. including the names of three referees (of which one should normally be from the present or immediate past employer). References will be taken up after a successful interview. Applications should be sent to reception@regents.ox.ac.uk; Regent’s Park College, Pusey Street, Oxford OX1 2LB.

**Closing date and Interviews**

Applications to be received by noon Friday 12 August. Interviews will be held the week commencing 22 August. It is hoped the successful applicant will be able to start the week commencing 03 October. The College reserves the right to employ before these dates should a suitable candidate be identified. Early applications are therefore encouraged.

**Equal Opportunities Statement**

Regent’s Park College is an equal opportunities employer. 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
recruitment monitoring purposes we ask that an equal opportunities form be completed; this
will be sent out on receipt of an application.

**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. Applicants must provide proof of
their right to work in the UK before employment can commence (e.g. passport, residence
permit). The Home Office’s list of acceptable documentation can be found [here](#). Do not include
these documents with your application, they will be requested at the appropriate point in the
selection process.

**Valid NI number**
Employees must have a valid national insurance (NI) number for payroll purposes and we
request that a valid NI number is provided before commencing employment. If not currently
in possession of a valid NI number, applicants should apply without delay to HMRC. For
further information please see the HRMC website at

**Data Protection**
Regent’s Park College is committed to protecting the privacy and security of personal data.
Our [Staff Applicants Privacy Notice](#) explains what personal data Regent’s Park College holds
about applicants, how we use it internally, how we share it, how long we keep it and what your
legal rights are in relation to it.