

Regent's Park College University of Oxford



Further particulars

Job title:	College Evening Porter
Contract type:	Casual
Wage:	£12.60/hour + holiday pay and meal allowance
Hours:	Variable, but typically 5pm to 12am
Responsible to:	Operations Manager

Regent's Park College

The University of Oxford comprises 39 Colleges and 4 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College is the largest of the Permanent Private Halls. It is a small and vibrant community with about 270 students, including undergraduates, graduates and visiting students, studying courses in the Arts, Humanities, Law and Social Sciences. Regent's is a member of the Baptist Union of Great Britain with a role in preparing candidates for Baptist ministry. The College employs around 70 members of staff, part-time and full-time, who provide the academic, administrative, operational and library 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. The premises include student and guest accommodation, office space, catering and dining facilities, library and archive and the Principal's lodgings and grounds. Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community. For more information about the College visit www.rpc.ox.ac.uk.

Overview of the Role

Regent's Park College is seeking a Casual Evening Porter to join its Reception/Porter team. The Evening Porter provides a reception and security service for the College outside of normal reception hours.

Main duties and responsibilities:

Reception

1. Provide assistance to overnight guests and conference/event functions as required.
2. Assist students or guests who are locked out of their rooms.
3. Receive telephone calls to the main College numbers and manage or redirect as necessary.
4. Receive and sort post, as necessary.
5. Receive and manage incoming emails.
6. Set up rooms for conferences/events.
7. 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. Act 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 Operations Manager.
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 issues relating to health and safety, fire safety, alcohol and premises licensing, Prevent, and safeguarding to the Director of Operations.

Emergencies

1. Be alert for incidents such as fire, medical emergencies or theft and to deal with such emergencies promptly in accordance with specified procedures.
2. Act as the first response to fire alarms and pre-alarms from the fire panel (training to be provided)
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 (training to be provided)
5. Reporting suspected maintenance issues to Maintenance.

Person specification:

Essential

1. Reliable and trustworthy
2. Good command of the English language, both spoken and written
3. Ability to use a computer for email and basic tasks.
4. Working knowledge of security and health and safety issues.
5. Confident working alone and without direct supervision.
6. Ability to handle emergencies with a calm and professional manner
7. Willing to work flexibly within the fluctuating demands of the College calendar.

Desirable

1. Experience of University or College environment.
2. Awareness of basic maintenance.
3. Previous customer service experience.

Full training will be provided, including First Aid and Fire Marshall training.

Working Arrangements

1. This is a casual appointment. Hours are not guaranteed and are dependent upon an individual's availability and the needs of the College. A rota will be agreed
2. The normal working hours will be 5pm to 12am weekdays during term time (including 30 minute unpaid break). There will be some weekend shifts. Shifts out of term time will be more variable, depending on the summer school and conference schedule and may include weekend day shifts.

Benefits

1. A meal allowance is provided per shift.
2. Pro-rata holiday pay will be paid at 14.5%.
3. The College offers a health cash plan for employees, with annual allowances for dental, eyes, physio, chiropractic, counselling, etc.
4. As a University Card holder there are other benefits available, including shop discounts, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum and access to free or discounted training courses and software.

Application Procedure

Please email your CV to human.resources@regents.ox.ac.uk along with a cover letter explaining how your skills and experience match the requirements of the post. Alternatively, applications can be posted or delivered to Human Resources, Regent's Park College, Pusey Street, Oxford, OX1 2LB. This vacancy will remain open until the post is filled. Applications will be considered as they are received.

Visits are encouraged and welcomed for interested candidates prior to application. To book a visit or to discuss the post please contact human.resources@regents.ox.ac.uk or 01865 288158.

Interviews

Shortlisted candidates will be invited to an interview at the College. The successful candidate will be expected to take up the post as soon as possible thereafter.

Right to Work

The successful applicant must have the right to work in the UK. Original document proving the right to work must be provided before employment can commence. 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.

Equal Opportunities

Regent's Park College is an equal opportunities employer. During the application process all applicants are invited to complete an Equal Opportunity Monitoring Form to help us fulfil our duties as an equal opportunities employer. Please note that this will not be forwarded to the interview selection panel and will be filed separately and confidentially to your application.

Data Protection

Data supplied by applicants will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018 and our [Staff Applicants Privacy Notice](#).