

Regent's Park College

University of Oxford



Further Particulars

Junior Dean

Regent's Park College wishes to appoint a Junior Dean from Michaelmas Term 2026. Successful candidates will have free accommodation on site and membership of the SCR with dining rights. Junior Deans are generally resident during both term-time and vacations in the period September to June.

Junior Deans provide emergency cover so that there is 24-hour support during term-time and vacation. Junior Deans report to the Operations Manager but liaise directly with the appropriate senior staff member depending on the issue (safety, security, estates, non-academic discipline, welfare) and liaise on day-to-day duties with the other Junior Dean. Junior Deans are appointed to serve for a period of one year, which may be renewed.

There are two Junior Deans who provide cover on a rota basis when Reception is closed and there is no Porter on Duty. The normal cover hours are:

- Term time (weeks 0-9): from midnight to 9am
- Vacation Monday to Friday: 5pm to 9am
- Vacation Saturday and Sunday: 5pm-9am

Main duties and responsibilities

1. Assisting students or conference guests in an emergency and responding to emergencies in line with the College's Health and Welfare document and Emergency Plan. This may include making provision for students to travel to hospital and/or to accompany them when that is requested, or the circumstances warrant it. (Students are expected to make alternative arrangements if locked-out after midnight).
2. Acting 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.
3. Acting as first-line liaison with Oxford University Security Services when on duty.
4. Acting as a designated First Aider, and if trained, providing first aid when the occasion arises.
5. Developing good relationships with the student body, and in particular appropriate officers and peer supporters in the student common rooms.
6. Ensuring that statutory records are made as necessary, including records of fire alarm activations, accident forms, and records of entering students' rooms.
7. Liaising with the Dean, the Fellow for Welfare, Director of Operations, and other members of the SCR as appropriate,
8. Maintaining adherence to the College policies, which ensure the safety and wellbeing of the whole community and swiftly reporting 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.

Accommodation and Meals

This post attracts 'Voluntary worker' status as defined in Section 44 of the National Minimum Wage Act. Post-holders are provided with shared accommodation on-site in order to fulfil their role and

are provided with meals in College (when College kitchen is open), including Formal Halls, so that they can attend meals and have a visible community presence. Junior Deans are provided with a mobile phone so that they may be readily contacted in case of an emergency when on duty.

Training

Unless equivalent training has already been undertaken, the post holder will undertake the University's Junior Dean training course (eight 3-hour sessions held in September), safeguarding, First Aid and Fire Marshall training. These will be arranged and paid for by the College.

Commitment

Junior Deans are usually resident in College for 52 weeks of the year. They work on a rota basis, ensuring good "on duty" coverage, while also ensuring sufficient provision for time off and holiday. Usually the two Junior Deans will be on-duty (one lead, one back-up) during Weeks 0 to 9 of each term, and between them, one member will be on duty outside the University terms, including the period between Christmas and New Year when students are in residence and the Long Vacation to provide assistance with conferences and summer schools.

Eligibility

Applicants will normally be enrolled on a full-time graduate Oxford course for the entirety of the appointment. If the successful candidate is a non- Regent's student, the offer will be subject to academic approval of their transfer to Regent's.

Voluntary worker hours count toward any restrictions on work hours stated on student immigration visas. The Junior Dean will work no more than 20 hours per week. Applicants must be able to demonstrate their right to work in the UK before taking up the appointment.

Applicants must be in good academic standing, have excellent inter-personal skills, and be able to demonstrate high standards of personal and professional integrity along with good organisational skills and tact. It is essential that the Junior Deans should enjoy the respect of their peers, and be able to command both trust and authority. The Junior Deans should be as active as possible in College, getting to know and mixing with undergraduates, graduates, Fellows, and colleagues, and facilitating good information flow.

Individuals interested in applying should send a CV and letter of application explaining their interest in and suitability for the role to human.resources@regents.ox.ac.uk by **Monday 15th June 2026**.

Shortlisted applicants will be invited to interview at the College in **Thursday 25 June (am)**.

Appointment will be subject to a right to work check, DBS check and confirmation of good academic standing from their academic supervisor.