Job title | Floating Lodge Porter  
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Department | Lodge  
Location | Mansfield College, Mansfield Road, OX1 3TF  
Grade and salary | £11.12 per hour (day), £12.54 per hour (night and weekend)  
Hours | Full time 40 hours per week  
Hours/shifts – Tuesday and Wednesday 3pm to 11pm (16 hours). The remaining 3 shifts (24 hours) will vary according to when other Lodge staff are on leave or sick and may be on a different day or a different shift pattern on any given week.  
Contract type | Permanent  
Reporting to | Head Porter  

**The role**

The Porters’ Lodge is a central hub for the College, providing security, information and support to academics, students, staff and visitors. The Lodge is open 24 hours a day throughout the year, with the exception of a closed period at Christmas. In addition to the academic life of the College, there is also a thriving conference, bed and breakfast and fine-dining business during the vacations.

The Lodge team consists of a Head Porter, Deputy Head Porter, day porters and night porters. Additional cover is also provided by a small team of casual staff as and when required.

The Lodge Porter undertakes a range of security duties, reception and other duties as required.

Shifts are 8 hours and based on a rota which the Head Porter will issue in advance.

**About Mansfield College**

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 170 graduates and 30 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College. Mansfield is one of Oxford University’s most open and forward-thinking Colleges. Proud of its non-conformist history – the College was founded to provide theological training for ‘dissenting’ ministers of the church – today the College is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.
We think that Mansfield is everything an Oxford college should be in the twenty-first century: historic, beautiful, centrally located in the city, and a leading light on widening access to Oxford University. After two decades of pioneering outreach work, the College today has the highest intake of undergraduates from state-funded schools in the UK; from disadvantaged backgrounds; and one of the most diverse communities of all the Oxford colleges in terms of the social, educational and ethnic backgrounds of its students. At the same time as remaining true to its founding principles of freedom of conscience and educational access, the College is rightly proud of its strong academic results (top 5 of all the Oxford colleges in 2018/19).

The College is also home to the Bonavero Institute of Human Rights, within Oxford University’s Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Mansfield’s Principal, Helen Mountfield KC, is an internationally renowned human rights law specialist. As one of the UK’s leading equality law specialists, she has argued cases in the Supreme Court and European Court of Human Rights.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

Responsibilities

Security, Fire Safety, Discipline and First Aid

- Maintaining a watch on all visitors to the College and intervening as appropriate, including liaison with University Security Services and Thames Valley Police where required.
- Monitoring vehicle access and dealing with unauthorised car parking.
- Responding to the College’s fire and burglar alarm activations and any follow-up actions as necessary.
- Ensuring the correct hand-over and safety procedures are carried out at the end of each shift.
- Dealing as appropriate with minor infringements of College rules and referring more serious matters to the Dean.
- Maintaining a daily log of relevant incidents.
Reception

- Providing information, directions and help for Fellows, students, staff and visitors to the College.

Communications

- Acting as the first point of contact for incoming telephone calls to the College.
- Maintaining a post room service for the sending and receiving of parcels and mail by Royal Mail and other couriers if required.

Other

- Cash handling related to sales of tokens, memorabilia, photocopying etc.

Selection criteria

- The successful candidate will have good experience in previous posts relevant to security procedures; access control; interaction with members of the public; good customer care and reception duties.
- The ability to use basic information technology and CCTV and be able to make full and accurate records and reports as necessary.
- The ability to prioritise and deal with conflicting demands.
- The willingness to swap shifts and days worked as necessary (within reason), sometimes at short notice.
- A First Aid qualification or willingness to undertake training.
- This appointment is subject to a DBS check.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete all relevant health and safety training.

The hazards or safety-critical duties involved are as follows:

- Night working (23.00-7.15)
- Lone Working
- Regular Manual Handling

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:
How to apply

If you would like to apply please submit a supporting statement, stating why you are interested in, and suitable for this role, a CV to Mansfield HR vacancies@mansfield.ox.ac.uk

Postal application should be sent to the below address however, we recommend electronic submission:

Mansfield Human Resources
Mansfield College
Mansfield Road
OXFORD
OX1 3TF

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12 midday UK time on the closing date stated in the online advertisement.

If you need help

For general support enquiries on how to apply for the role, please email vacancies@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working
arrangements and/or environment to accommodate applicants with any form of disability. Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

Data Privacy
Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see: GDPR Framework | Mansfield College, Oxford

Benefits of working at Mansfield College

Annual Leave
College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining and per the hours worked in addition to the College closed period (5 days at Christmas) plus Bank Holidays.

Staff Meals
College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

Pension Scheme
We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.

Family-friendly benefits
The College follows the University of Oxford’s family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. https://hr.admin.ox.ac.uk/family-leave#/

Sanctuary Award
Welcome People Seeking Sanctuary