MANSFIELD COLLEGE

WEEK-END, PART-TIME PORTER

Salary £21,362 (pro rata) per annum

FURTHER PARTICULARS

Mansfield College

Mansfield has a well-deserved reputation as a friendly, close-knit College in which tutors and students work together to achieve academic excellence. Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiative, promoting application from students from Further Education colleges. Mansfield is currently the Oxford college with the highest proportion of state sector students. It is also one of the smallest Oxford colleges with approximately 50 academic staff, 220 undergraduates and 160 graduates and 35 visiting students. This small size engenders friendly and close relationships between Junior (undergraduates), Middle (graduates) and Senior (tutors) Common Rooms. Our Principal is Helen Mountfield QC, a prominent specialist in administrative, human rights and equality law.

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.

We pride ourselves on promoting equal dignity and respect for everyone.

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

The Porters’ Lodge

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 a closed period at Christmas.

The lodge is staffed by a Head Porter, a Deputy Head Porter, Week day and Week-end Porters and Night Porters. Occasional cover is provided by Junior Deans or Graduate Assistants if and when required.

Week-end Porters are expected to work a total of 24 hours per week, and the normal hours of work for this week-end post are:

Saturday, Sunday and Monday 3 p.m. to 11 p.m.

Additional hours may be required from time to time, by mutual agreement and when necessitated by the needs of the College.
Main Duties of the Post

The lodge porter duties are as follows:

Reception

Providing information, directions and assistance to Fellows, students, staff and visitors to the College.

Security, Fire Safety, Discipline and First Aid

Maintaining a watch on all visitors to the College and intervene as appropriate including liaison with University Security Service and Thames Valley Police.

Monitoring vehicle access and dealing with unauthorised car parking.

Responding to the College’s fire and burglar alarm activation and any follow up actions as necessary.

Ensuring the correct closure and safety procedures are carried out at the end of each day.

Dealing with minor infringements of College rules and referring more serious matters to the Junior Dean or other senior staff.

Maintaining a daily log of relevant incidents.

Communications

Operating the College telephone exchange.

Maintaining a post room service for the sending and receiving of parcels and mail by Royal Mail and other couriers.

Maintaining data lists of addresses, telephone numbers and mobile numbers.

Other

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

Person specification and skills

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 post holder will need a good grasp of information technology, will monitor CCTV and be able to make full and accurate records and reports as necessary.

Ability to prioritise and deal with conflicting demands.
A First Aid qualification is necessary for this post (training will be provided).

The appointment is also subject to a CRB check.

**Salary and other benefits**

The salary for this post is £21,362 pro-rata, per annum and the post holder will have membership of the Staff Pension Scheme (OSPS).

Free meals are also available when on duty.

25 days’ annual leave per year (pro rata for part time posts), plus bank holidays and 5 days Christmas closure.

**Application**

Applications are particularly welcome from Black, Asian and minority ethnic candidates, who are currently under-represented in administrative posts at Mansfield. Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all.

Please provide a brief letter of application and a curriculum vitae which should include details of two referees. The letter and C.V. should be sent to Tom Spasic, Head Porter, Mansfield College, Mansfield Rd, Oxford. OX1 3TF or emailed to headporter@mansfield.ox.ac.uk to arrive no later than Friday, 21st May 2021.

Interviews are expected to be held week commencing Monday, 24th May 2021.