MANSFIELD COLLEGE

LODGE PART-TIME PORTER

Salary Range: £18,720 – 20,401 (per annum, pro-rata, based on hours and days worked)

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 40 academic staff, 220 undergraduates and 70 graduates.

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.

Further information about the College can 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, Deputy Head Porter, Part-time Porters and Night Porters.

Part-time Porters are expected to work a minimum of two days per week, based on a regular shift pattern agreed in advance with the Head Porter.

The normal hours of work for this post are 07.00 – 15.00.

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 help for 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 intervening 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 as appropriate with minor infringements of College rules and referring more serious matters to the College Dean or Junior Dean team.

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 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 to be able to use information technology and 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 can be provided).

The appointment is also subject to a CRB check.

**Salary and other benefits**

The salary for this post is £18,720 – 20,401 (pro-rata per annum based on hours and days worked) and the post holder has the right of membership of the Oxford Staff Pension Scheme (OSPS).

All College staff are entitled to free meals while on duty and there is an automatic right of membership of the University Club – which is located opposite the College.

Annual leave is 25 days per year (pro-rata for part time posts), plus 5 days during Christmas closure and bank holidays.

**Application**

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 Nick Clements, Mansfield College, Mansfield Rd, Oxford. OX1 3TF or emailed to: deputy.domesticbursar@mansfield.ox.ac.uk to arrive no later than Noon on Friday, 22nd March.

Interviews are expected to be held week commencing Monday, 25th March 2019.