



Job Description

Job Title: Lodge Porter (Weekends)

Place of work: Main Site, High Street, Oxford

Hours: 07:00 – 15:00 or 15:00 to 23:00 alternating Saturdays and Sundays

Accountable to: Head Porter

Liaises with: All members of the College, staff and visitors to the College

Purpose: To contribute to the efficient and effective running of the lodge, to receive enquiries and to promote a positive, welcoming and professional image of the college to everyone who has contact with the lodge whilst maintaining a secure and safe working environment for all College members

Main Duties and Responsibilities

Main Duties:

Main duties include assisting students, staff, Fellows and guests with enquiries at the lodge, handling phone calls and emails, distribution of mail to pigeon holes, carrying out security duties such as opening and closing gates, security patrols around the college, monitoring fire and intruder alarms, responding to emergencies, monitoring CCTV, and accurately recording the issue and return of keys. Your duties will involve:

- (i) Receiving and responding enquiries from members of College or visitors, in person, by telephone and email;
- (ii) Issuing keys, receiving keys and keeping an accurate record of keys including the checking in and out of students, conference guests and any other visitors to the College;
- (iii) Monitoring the fire and intruder alarms and CCTV and responding in accordance with the College's procedures;
- (iv) Receiving and distributing mail and other deliveries to pigeon holes and informing the relevant College department of deliveries;

- (v) Responding to emergencies which could involve First Aid and calling the relevant emergency service or calling out the relevant on call member of the Works Department;
- (vi) Informing the Welfare Fellow for Welfare of any concern regarding student welfare;
- (vii) Informing the Dean or Junior Deans of any concerns regarding student behaviour;
- (viii) Directing or escorting visitors (particularly interviewees) to the appropriate place for meetings;
- (ix) Responding appropriately to all College policies and procedures e.g. safety, fire and serious incidents;
- (x) Carry out visible patrols of the College to ensure a secure working environment;
- (xi) Using the College's systems to facilitate good communications between porters and other departments including use of KX, MS outlook calendars and email and any other system in use;
- (xii) Reporting maintenance requirements to the Works Department by email;
- (xiii) Any other duty which falls within the overall objective of this post.

Person Specification

Essential

- 1) Good communication skills, both orally and in writing.
- 2) Good interpersonal skills.
- 3) Good computer skills including Microsoft Office Package.
- 4) The ability to work independently and with a good level of personal organisation and accuracy.
- 5) A professional and pro-active approach and an ability to work positively as a member of a team.
- 6) Adaptable and flexible with the ability to deal with new situations as they arise and carry out a wide range of tasks.
- 7) Ability to work alone and without supervision.

Desirable

- 8) Educated to GCSE level or equivalent.
- 9) Some knowledge of the College working environment.
- 10) SIA license holder.
- 11) Sound knowledge of Health and Safety and Fire Safety legislation and First Aid.
- 12) Experience of alarm panel or similar equipment.