

MERTON COLLEGE

JUNIOR DEAN/DEPUTY PRINCIPAL OF THE POSTMASTERS

FURTHER PARTICULARS FOR CANDIDATES AND REFEREES

JOB PURPOSE

The Deputy Principal of the Postmasters will be responsible on a day-to-day basis for general discipline in the College. Merton currently enjoys a good academic environment and a very high standard of student behaviour, both of which need to be carefully maintained. The Deputy Principal of the Postmasters will be acting for and on behalf of the College in these matters.

KEY RELATIONSHIPS

The Deputy reports to the Principal of the Postmasters. The postholder will work closely with:

- College Staff, in particular the Porters, the Bar Manager, the Accommodation Manager, and the Head Housekeeper.
- College Officers, especially the Senior Tutor and Domestic Bursar on student matters.
- The Welfare Team, especially the College's resident Welfare Dean and Chaplain

DUTIES

1. In conjunction with the College Staff, the Deputy Principal of the Postmasters will be expected to police and enforce the *Regulations Applying to Junior Members*, which are detailed in section 3 of the *Merton College Handbook for Junior Members* (see <http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml#ch> for further information).
2. Where an offence is reported or discovered, the Deputy Principal of the Postmasters will investigate to determine the guilty party or parties and issue an appropriate penalty. The Deputy Principal of the Postmasters will be able to fine up to £250, charge to a student any costs incurred by the College as the result of the offence, and ban students from the College Bar for up to four weeks. A schedule of typical fines is listed in Appendix I of the *Merton College Handbook for Junior Members*. Serious misconduct should be referred immediately to the Principal of the Postmasters.
3. The Deputy Principal of the Postmasters will pay particular attention to enforcing Regulations designed to protect the working environment of the College, especially those relating to noise, and those relating to the safety of members of the College community. Abuse of fire equipment, including setting off fire alarms by cooking in rooms, should be treated very seriously. Any incident involving violence by or upon a member of the College should be immediately reported to the Principal of the Postmasters.
4. The Deputy Principal of the Postmasters will give permission for, and keep a record of, all parties and other events held by Junior Members (graduate and undergraduate) involving more than 10 people, including official JCR and MCR entertainments. The Deputy Principal of the Postmasters should be present (but inconspicuous) at the Time Ceremony and the College

Ball, and should also, in consultation with the Principal of the Postmasters, maintain a presence at each of the College 'Bops', which are held fortnightly during termtime.

5. The Deputy Principal of the Postmasters will be required to keep copies of all correspondence (including e-mail) and notes of conversations, so that these may be available to the Principal of the Postmasters should the need arise. The Deputy Principal of the Postmasters should submit a written report to the Principal of the Postmasters at least once a week, preferably on Monday.

6. The Deputy Principal of the Postmasters will be required to attend the Joint Committee meetings held twice termly, and the Welfare lunch held once termly. He or she may be asked to attend the Dean's Dessert, held once termly.

7. In order to perform his or her duties effectively, it will be necessary for the Deputy Principal of the Postmasters to be resident in College from 0th week to 9th week of each term inclusive. He or she will normally be in College overnight, but may be relieved by arrangement. It is essential that he or she is present in College after 10 pm on Fridays, Saturdays and Sundays during term, and from Wednesday to Sunday in 0th week, and also that he or she be contactable by telephone and/or email at all other times. Extended absence from Oxford during the vacations may be arranged in advance with the Principal of the Postmasters. It is important that the Deputy Principal of the Postmasters should socialise with undergraduate students at meals, in the College Bar, and other social areas regularly.

PERSON SPECIFICATION

Applicants should:

- already be, or expect to be, engaged in academic study at Oxford University at postgraduate or postdoctoral level and should expect to remain so for the duration of the period in which this position is held;
- be of proven character and integrity;
- demonstrate personal responsibility and judgement;
- demonstrate resilience;
- possess problem solving skills;
- be effective in communication;
- be able to relate professionally and informally to a wide range of people including colleagues and the junior members of the College;
- have had at least one year's experience of academic life in Oxford or Cambridge or of holding a comparable position elsewhere by 1 October 2010.

TERMS AND CONDITIONS

1. The Deputy Principal of the Postmasters will receive free board and lodging, together with a grant of £2,884 per annum (current rates). He or she will be entitled to take meals at the Common Table (High Table) when the kitchens are open but in line with the duties specified above will be expected to eat some meals with junior members.

2. The Deputy Principal of the Postmasters will be appointed for one year only in the first instance. The appointment will be reviewed during Michaelmas Term 2011 and may be renewed for up to a maximum of three years and one term in total

3. Employment is conditional upon evidence of entitlement to live and work in the United Kingdom and a satisfactory Criminal Records Bureau disclosure.

APPLICATION PROCESS

Application on the form at Appendix 1, accompanied by a full *curriculum vitae* and an outline of the academic work which the applicant proposes to undertake, should reach the Academic Administrator, Merton College, Oxford OX1 no later than **19 February 2010**. Applicants should send to each of their two referees a copy of these further particulars and ask their referees to send references direct to the Academic Administrator by the closing date. If the applicant is a registered graduate student, one of the referees must be the applicant's University supervisor. Interviews are likely to be held in college on the morning of Thursday 11th March (Week 8).

The position may be discussed with the Principal of the Postmasters (jennifer.payne@merton.ox.ac.uk)

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, or sexual orientation. Candidates are encouraged to complete the recruitment monitoring form at Appendix 2.

Notes for Referees

Please comment in your reference on the general suitability of the candidate for the post and on the extent to which he or she fulfils the person specification. If you have been invited to act as a referee for more than one candidate, it would be helpful to the College if you could add a comparative evaluation. If you feel that the College is unlikely to wish to pursue a candidacy, then a brief note to that effect will suffice.

The closing date for applications is **Friday 19 February 2010** and references should reach the Academic Administrator, Merton College, Oxford OX1 4JD, by this date.

Thank you in advance for your assistance to the College.

Appendix 1

APPLICATION FOR THE POST OF DEPUTY PRINCIPAL OF THE POSTMASTERS

MERTON COLLEGE

Name

Date of birth

Course of study (e.g. D.Phil., M.Phil.)

Subject

Date of beginning of course

Date of anticipated completion

Address for correspondence

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.....

Telephone and fax

E-mail

Referees (names, addresses, phone numbers, e-mail addresses). It is your responsibility to ensure that references are sent to the Academic Administrator by the closing date.

1.

.....

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2.

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On a separate sheet, please write in 250-500 words why you wish to apply for this post and what you see as your credentials.

Signed Date

Closing date for applications and references: Friday 19 February 2010

JOB TITLE Deputy Principal of the Postmasters APPLICANT NAME.....

The policy and practice of Merton College requires that entry into and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. Subject to statutory provision, no applicant or member of staff will be treated less favourably than another on account of sex, racial group or disability. In all cases, ability to perform the job will be the primary consideration. Please return this form to the Tutorial Secretary, Merton College, only if you are applying for a post, or have agreed to be considered for a post. Completion is voluntary.

Any information given will be used only to support the College's equal opportunities policy and in accordance with the principles of the Data Protection Act 1998. It is not part of the selection process and will not be seen by any person interviewing you for employment. The information you give will be retained only for statistical purposes and will not be linked to your name.

Please answer the questions by ticking

1. **Are you** Female Male
2. **Do you have a disability?** If yes, please answer question 3. Yes No
3. **Please tick one or more to describe your disability**

- | | |
|---|--|
| <input type="checkbox"/> Blind/partially sighted | <input type="checkbox"/> Dyslexia |
| <input type="checkbox"/> Deaf/hard of hearing | <input type="checkbox"/> Mental Health difficulties |
| <input type="checkbox"/> Wheelchair user | <input type="checkbox"/> Unseen disability (e.g. diabetes) |
| <input type="checkbox"/> Other mobility impairments | <input type="checkbox"/> Other (please describe)..... |

4. **Nationality** Please tick one only

UK Other EC Other (please specify).....

5. **How long have you lived in the UK?** Please tick one only

I do not currently live in the UK I have always lived in the UK

<1 year 1-4 years 5-10 years 11-20 years 21+years

6. **Age** Please tick one only

18-25 26-30 31-35 36-40 41-45 46-50 51-55 56+

7. **Please tick one only to describe your ethnic origin**

(Ethnic origin questions are not concerned with nationality, place of birth, or citizenship. They are concerned with colour and ethnic group. Citizens of any country may belong to any of the groups indicated. The ethnic categories used here are based on the 2001 census of the population and are those required by the Higher Education Statistics Agency.)

White

British
 Irish
 Any other White background
Please specify.....

Black or Black British

Caribbean
 African
 Any other Black background
Please specify.....

Chinese

Chinese

Mixed

White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background
Please specify.....

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian background
Please specify.....

Other ethnic group

Any other
Please specify.....