# Further Particulars

## LODGE PORTER - Nights

**Job Title:**  Lodge Porter - Nights  
**Department:**  The Lodge  
**Location:**  Merton College, Merton Street, Oxford, OX1 4JD  
**Shift Pattern:**  Nightshift  
**Contract Type:**  Casual  
**Responsible to:**  Head Porter

## The Lodge at Merton

Merton College was founded in 1264 by the former Bishop of Rochester, Walter de Merton. Located in central Oxford, the College now has over 70 Fellows and approximately 600 undergraduate and graduate students. Having gained a worldwide reputation for outstanding academic excellence and its research accomplishments, Merton is an inclusive international community in which great importance is placed upon equality and diversity. [www.merton.ox.ac.uk](http://www.merton.ox.ac.uk).

Merton has two lodges; the Main Lodge on the College site and a smaller lodge on the site of student accommodation, a short distance away in Holywell Street. Both Lodges play a vital role within the College community; they provide a ‘first port of call’ for College members and are a reception point for visitors.

## Main Purpose of the Role

The Lodge is very much the gateway to the College and on a daily basis our team of Porters welcome and assist a significant number of Fellows, students, staff and visitors from all over the world. The Porters therefore work in a very busy and public-facing role and one in which they are required to provide the highest possible standards of service at all times.

The Porters are a small team who play a large and essential role in the day to day life of the college. In addition to public-facing duties, the Lodge team will routinely work closely with colleagues in other departments, helping to facilitate numerous events and activities that take place. Importantly, the Porters also provide first aid support and indirect assistance to the welfare team.
Main Duties of the Role

Reception Duties

- Act as the first point of contact and use initiative to solve day-to-day problems within the College in a calm and efficient way, utilising good oral and written communication skills, including email.
- Issue room keys and fobs to guests and staff and issue keys, fobs and badges to contractors as part of the security procedure.
- Use KX booking system to check students and guests in and out of college rooms.
- Receive any visitor who comes to the College in an efficient and courteous manner, including conference delegates, candidates for interview and prospective students.
- Have a reasonable knowledge of the College history in order to be able to answer questions that visitors may ask.
- Collect and accurately record all monies paid by visitors or tour parties.
- Dealing with incoming and outgoing post and deliveries.

Fire & Security

- Responsible for the physical security of College members and premises when on duty.
- Monitoring and responding to CCTV systems, fire and security alarms as required.
- Checking and responding to any incidents of unauthorised entry to the College.
- Carry out regular security patrols to check windows, external gates and buildings are secure.
- Record and report accident, security and fire safety incidents.
- Record and report any faults or defects found via the Service Desk System.
- Routinely liaise with colleagues at Oxford University Security Services staff in relation to security matters.
- Working closely with the College Discipline and Welfare teams to assist in the implementation of College Rules, including challenging noisy or unruly behaviour within the College.
- As a trained fire marshal, assist in responding to fire alarm activations
Incidents

- Deal with any emergency in a swift and prompt manner, following the College Fire Plan and other emergency plans.
- Provide first aid promptly should an occasion arise. Training will be provided and you will be required to pass relevant training courses.
- Provide written incident reports to a good standard of written English.

Other

- Put up and take down flags as instructed, in accordance with procedure.
- Comply with any other reasonable request when required by the Head Porter.
- Responsible as part of the Lodge team to ensure an efficient handover between shifts and effective communication within the Lodge and wider College community.
- Support the Maintenance team in making initial assessments out-of-hours in resolving maintenance problems, referring as necessary.

Hours of work

- Work will be offered to you on an ad hoc basis as and when there is work to be done and you are free to accept or decline such offers of work.
- Night shifts are of 12 hours, starting at 18:30 until 06:30.

Salary and Benefits

- The hourly rate for this position is £9.69 per hour, which includes a night allowance.
- You will also receive a daily meal allowance when working at Holywell Lodge or Merton Lodge.
- Car parking is also available.
- We are a Living Wage Accredited Employer.

Essential

- Excellent oral and written English communication skills.
- Experience of working in a customer service role.
- Approachable and able to deal with a wide ranging customer base.
- Able to work effectively as part of a team or alone.
- Punctual and reliable and of professional appearance.
- Confident to challenge individuals whilst maintaining good relationships.
- Able to remain calm and polite when under pressure, including in emergency situations.
- Able to be flexible in working hours and duties undertaken.
- Ability to maintain confidentiality when dealing with sensitive situations.
- Willingness to contribute to improvement activities.
- IT skills. Able to use Microsoft Windows applications and other systems e.g. key fob programming.

**Desirable**

- Experience of working in a College environment.
- Experience of working night shifts.
- Previous training and or certification in SIA, First Aid and Fire Warden

**Application Process**

Those wishing to apply for this post should complete the online application at [www.merton.ox.ac.uk/about-merton/vacancies](http://www.merton.ox.ac.uk/about-merton/vacancies) and upload the following documents by **9:00am on Monday 15 April 2019**.

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.

- A CV

- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s single Equality Scheme which is published at [www.merton.ox.ac.uk/college-policies](http://www.merton.ox.ac.uk/college-policies)

If you have any questions then they can be discussed with Huw James, Head Porter at email: [vacancies@merton.ox.ac.uk](mailto:vacancies@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, age, religion and beliefs or sexual orientation.

*Merton College is an equal opportunities employer*