

Further Particulars

ASSISTANT ACCOMMODATION & CONFERENCE PORTER (Assistant Caretaker)

Job Title: Assistant Accommodation & Conference Porter
Contract type: Permanent, 8am to 4pm, Monday to Friday
Responsible to: Head of Accommodation and
Accommodation & Conference Porter

Merton College

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, approximately 600 students and 120 support staff. The primary objective of the College is education. However, during vacation periods, the College uses its facilities for the purposes of conference events including; day meetings, residential conferences, dinners and weddings.

Merton College hosts numerous events for Students and Fellows and several large external conferences each year; it also undertakes a wide range of events for Alumni and other internal college departments, such as the Academic and Development Offices.

Main Purpose of the Role

Reporting directly to the Accommodation & Conference Porter, this is a support role to fulfil requests regarding the movement of furniture and linen, maintenance of furniture and furnishings, reading of utility meters and disposal of waste.

On a day to day basis, the post holder will work directly with members of the College, including Fellows and students as well as a variety of suppliers and sub-contractors.

The workload is both varied and diverse. No two days are the same and tasks can range from rubbish disposal to setting up a laptop in a meeting room. This can at times be demanding and will require sound judgement to solve problems, and high personal flexibility. An ability to work to deadlines is important. This role will provide cover when the Accommodation & Conference Porter is absent.

Duties

Furniture Arrangements

- Ensure the safe and tidy storage of College furniture in allocated stores around the College properties.
- Assist in maintaining up-to-date inventories of furniture stored and its whereabouts.
- Move and store deliveries of new furniture, mattresses, equipment, etc.
- Replace broken or unsuitable furniture as directed by the Accommodation & Conference Porter.
- Assist with the disposal of surplus furniture and equipment as directed by the Accommodation & Conference Porter.
- Assist with the delivery, storage or removal of furniture, fixtures, fire extinguishers, equipment, books, archive material, laundry, linen and other items to or from the College and associated premises as directed by the Accommodation & Conference Porter.
- Assist with the set-up of furniture and equipment, including IT equipment such as laptops for seminar, teaching, conference or other purposes as directed by the Accommodation and Conference Porter or the Conference Team.
- Assist with clearing down and re-setting conference/meeting rooms at the end of a session or day in accordance with College standards.

Conference Arrangements

- Moving linen and supplies from the Linen Room to accommodation, including Manor Place and Iffley Road as directed by the Housekeeper.
- Luggage Porter duties for Conference Guests during the vacations – sometimes on weekends.

Room Maintenance

- Assist with routine maintenance, including assisting with carpet cleaning and installation and maintenance of curtain tracks and curtains.
- Be responsible, with the Accommodation and Conference Porter, for the follow-up and completion of jobs logged on the Housekeeping Intranet Service Desk.
- Liaise directly via email or in person with Fellows, Staff and Students to ensure these jobs are completed in a timely manner.
- Assist with any extra cleaning duties as required in the Meeting Rooms such as fogging, cleaning whiteboards etc.
- Report any damage to College property or hazard encountered during the performance of duties to the Accommodation and Conference Porter: including (but not limited to) damaged or broken equipment, furniture, fixtures, furnishings or glazing, and any fire hazard or other risk to Health and Safety.

Utility Meters

- Assist with the readings of various utility meters on College property across all sites, including Iffley Road and Manor Road properties on a regular basis.

Waste Disposal

- Be responsible for the College waste disposal areas and ensure they are kept in a clean and tidy condition.
- Ensure all College waste bins are put out and brought in from the appropriate collection points on the main site and Holywell each week for collection by the Council.
- Report to the Housekeeper any failure to empty bins on the part of the Council so that this can be followed up.
- Report any mis-use or over-use of the bins to the Housekeeper to assist in ensuring we have the correct number of bins.
- Undertake occasional sweeping and clearing of College paths or spaces as directed by the Accommodation and Conference Porter.
- Pick up and dispose of any dog waste from assistance dogs in College.

Other

- Comply with Health and Safety Regulations and standards at all times.
- Maintain good working relationships with all Members of the College.
- Assisting Housekeeping with the cleaning of public areas/facilities on occasion during busy periods.
- Any other reasonable duties as directed from time to time by the Accommodation and Conference Porter, Head of Accommodation, Accommodation Manager, Conference Team or Domestic Bursar.
- Direct any agency workers in the absence of the Accommodation and Conference Porter.

Person Specification

Essential

- Have a very flexible approach to working and tasks required.
- Display a strong work ethic.
- A willingness to work outdoors throughout the year.
- Able to lift, move and set up College furniture, fittings and equipment.
- Able to work up ladders.
- Good spoken English and able to communicate confidently with all members of the College.
- Have good time management skills and ability to meet deadlines.
- Willing to work some weekends where required and to be flexible if a job requires longer working hours.
- Able to work under own initiative and unsupervised.
- Able to read and send emails in Microsoft Office Outlook.

Desirable

- Manual Handling training and experience.
- COSHH awareness.
- Knowledge of Microsoft Word and Excel
- Knowledge of setting up and checking A.V. equipment.

Salary and Benefits

The salary is £25,979.20 per annum from 1st April 2024. Weekly hours of work are 40 hours (inclusive of breaks) normally between 8am and 4pm Monday to Friday.

However, the post holder will need to have a flexible approach to working hours in order to manage workload during busy periods that may include working some weekends. In such cases, where overtime has been approved in advance, time off in lieu or overtime will be arranged.

In addition to the normal English bank and public holidays, full time staff will be entitled to 30 working days' holiday. The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, free medical insurance, uniform and free car parking is available. A loan is available for the purchase of seasonal travel passes and the College operates a Cycle to Work Scheme.

The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff.

Application Process

To apply please complete the online application form at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following documents:

- A detailed covering letter outlining your motivation for applying and how your skills and experience equip you to undertake the role.
- A CV
- Candidates are encouraged to complete 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 equality policy which is published at <http://www.merton.ox.ac.uk/college-policies>

The position may be discussed further with the Head of Accommodation (email: vacancies@merton.ox.ac.uk).

Closing date: The vacancy will only remain open until a suitable candidate is appointed.

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 their sex, gender re-assignment, sexual orientation, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, or religion and beliefs.

Merton College is an equal opportunities employer