



EXETER COLLEGE, OXFORD

Lodge Receptionist (Nights)

Salary: within a range £27,838 - £31,459 per annum

Further Particulars

Introduction

Exeter College, founded in 1314, is one of the oldest colleges in Oxford and is one of 39 separate, self-governing colleges that make up the University of Oxford. It is located on the corner of Broad Street and Turl Street in the heart of the city. The working environment is very congenial and Exeter has a reputation for being small and friendly, but it is also a busy institution with many competing calls on time and energy. The College is governed by a Rector and c. 60 Fellows, and has around 350 undergraduate students and 250 students engaged in post-graduate studies, many of whom are accommodated in College buildings.

The College currently has two main sites – the historic Quad on the Turl Street site, and the newer Cohen Quad on Walton Street – plus an accommodation annex on the Iffley Road.

The Lodge Receptionist roles cover both the Turl Street and the Cohen quad sites, which between them house a significant proportion of our undergraduate student accommodation, as well as the Chapel, Dining Hall, Common Rooms, and the Library.

The sites are open 24 hours per day, 7 days per week.

The Lodge Receptionists work their night shifts in accordance with a pre-published shift pattern. The exact number of working days will vary from week to week, but the shifts will normally fall within the period 7pm – 9am each day.

Purpose and Objectives of the Post

The Lodge Receptionists hold a key public-facing role, and those working are responsible for delivering a friendly, professional and efficient customer service to all residents, guests and internal users of the Turl Street and Cohen Quad sites. Often the Lodge Receptionists will be the first, and potentially only, contact that a person has with the College, and so it is vital that the team creates a warm and welcoming atmosphere, so that those visiting the College will leave with the best possible impression.

The Lodge Receptionists will work closely with all departments across the various College sites, and in particular will liaise frequently with the Conference & Catering team, the Housekeeping team, the Development Office (responsible for fundraising and alumni relations), the Maintenance Team, the Academic Office, and the Welfare team.

The roles will also involve contact with students and academic staff within the College, and the development of good working relationships both within the College and with external visitors and guests will be essential.

Welfare is under the authority of the Welfare Coordinator, and discipline of students is under the authority of the Sub-Rector and Junior Deans. The Lodge Receptionists may be involved in first contact engagement with students, but will thereafter liaise with the Welfare team on all welfare and discipline issues, whilst offering support if required.

1. Safety and Security

- To carry out several security checks of the grounds and buildings during the night shift, ensuring that ground floor windows are secured.
- After dinner functions, to check that all kitchen lights and appliances are switched off.
- At the appropriate time, to check that the JCR kitchen is clear of students and that the cooker and lights are switched off.
- To ensure that lecture rooms, seminar rooms, and other conference/ teaching facilities are secured at the end of each day, and that lights and appliances are switched off.
- To manage security issues, including administering the swipe card access control system and the CCTV system.
- To act as the first point of contact in emergencies, and to coordinate with first-responder services as appropriate.
- To liaise with nominated external security providers, and request support to address any security issues that may arise (as appropriate).
- To monitor the fire alarm system during shift, and to carry out safety procedures relating to the fire alarm system as required (in liaison with the Maintenance team).
- To ensure that incident reports are prepared and submitted in a timely manner.
- To support the Junior Deans in ensuring that College events (e.g. Bops, clubs and societies dinners, etc) finish on time, and that an atmosphere conducive to study and research is maintained at all times (including acting quickly to ensure quiet in the quads and outside student rooms (when required), and to handle any other complaints of excessive noise).

2. Operational services

- To provide a first-class customer experience to all residents and visitors using the Turl Street, Cohen Quad, and Iffley Road sites, and to ensure that a friendly, professional and courteous service is provided to all.
- To deal with (and, where possible, resolve) all enquiries in a professional and courteous manner, whether in person, by phone, or by email.
- To issue room keys, and to maintain accurate records of keys that have been issued/ returned.
- To administer the Kinetics database, and to ensure that all student and guest arrivals/departures are logged in an accurate and timely manner.
- To book taxis for residents and guests
- To book guest accommodation on the Kinetics database and to prepare welcome letters and invoices.
- To book meeting rooms for lecturers, meetings and tutorials on the Kinetics database.
- To collect, sort and distribute mail, including parcels and internal University communications.
- As required, to be responsible for room set-up and cleaning (e.g. seminar rooms, lecture theatre, etc) which may include moving tables and chairs.

3. General

- As required, to deliver newspapers to the SCR, MCR, JCR, the Bursar's office, and the Rector's Lodgings.
- As required, to undertake minor maintenance activities within College (e.g. re-setting trip switches, switching off leaking taps, etc), and to contact the on-call Maintenance personnel when necessary.

- To report any maintenance, breakage or cleanliness issues to the Accommodation Manager or to the Operations Manager (e.g. furniture, fittings and equipment) in a timely manner.
- To act as a First Aider and Fire Marshal, as appropriate. [It is a requirement of the role that the postholder must maintain up-to-date First Aid and Fire Marshal training]
- To maintain punt booking sheets during summer months, including the booking and issuing of tickets.
- To keep the office space clean and tidy.
- To assist with registering bicycles, as required.
- To participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder(s) will be expected to carry out such other duties as the Head Porter (or their deputy) may from time to time request, commensurate with the level and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Further Details

| | |
|-----------------|---|
| Responsible to: | Head Porter |
| Liaison with: | students, staff, conference guests, and other members of the collegiate body |
| Probation: | the post is subject to a 6-month probationary period |
| Notice period: | one month |
| Salary: | within a range £27,838 - £31,459 per annum |
| Pension: | The postholder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they choose to opt out in writing. |
| Hours of work: | 39 hours per week (average) Hours will be worked according to a pre-published shift pattern, and will include work on weekends and night shifts. Rota changes to cover planned leave, unplanned absence or operational needs may be required occasionally. Where appropriate, work on Bank Holidays may be required where this falls as part of the normal shift pattern. |
| Annual Leave: | 297 hours per annum (equivalent of 7.6 weeks, including Bank Holidays) All leave must be taken in agreement with the Head Porter. |

Equity, Diversity & Inclusion

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment that promotes equality, values diversity and maintains a working, learning and social environment in which the

rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality, including gender, racial, and disability equality, are available from the College's website: <https://www.exeter.ox.ac.uk/equality-and-diversity/>

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

How to Apply

The closing date for applications is **12pm (noon) on Friday 11 July 2025**.

Applications must include:

- (i) A completed application form to include the names and addresses (including telephone numbers and e-mail addresses) of two referees, one of whom must be the current, or most recent, line manager of the applicant. If a candidate does not wish for a reference to be taken up prior to the offer stage, this should be stated clearly in the relevant section of the application form;
- (ii) A full *curriculum vitae*.
- (iii) Where appropriate, a covering letter providing any additional information that the candidate may wish the panel to consider.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post may be directed in the first instance to the HR Manager (vacancies@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria that are related to the duties of each particular post and the relevant salary structure.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

PERSON SPECIFICATION

| Category | Essential | Desirable |
|-----------------------------|---|---|
| Qualifications | <ol style="list-style-type: none"> 1. Educated to GCSE standard (inc. Maths & English at grade C or above), or equivalent through professional experience and/ or qualifications | <ol style="list-style-type: none"> 1. Relevant customer service qualification 2. First Aid qualification |
| Experience | <ol style="list-style-type: none"> 1. Experience of working in a busy customer-facing environment, ideally within a hotel front-desk or reception role, or in a similar customer-facing environment. | <ol style="list-style-type: none"> 1. Experience of working night shifts. 2. Security experience. 3. Experience of working within a similar role in an Oxford college or the University. |
| Skills and knowledge | <ol style="list-style-type: none"> 1. Outstanding interpersonal skills, and the ability to build strong working relationships with people at all levels of an organisation. 2. Strong verbal and written communication skills, including a high standard of spoken English. 3. Confident and pleasant telephone manner. 4. Proven commitment to providing high levels of customer service. 5. Good IT skills, including email, internet, Microsoft Word and Excel packages (intermediate user). 6. Excellent attention to detail, and high levels of accuracy. 7. A proven ability to remain calm and professional in difficult situations or very busy environments. 8. An ability to prioritise competing demands effectively. 9. Ability to work as part of a team, as well as with initiative and under minimal supervision. | <ol style="list-style-type: none"> 1. Working knowledge of Kinetic database, or similar room-booking database. 2. Knowledge of COSHH, manual handling, and other relevant health and safety issues. |
| Personal qualities | <ol style="list-style-type: none"> 1. Flexible and willing to work cooperatively. 2. The successful applicant must be able to move about the College site at speed when required, particularly during an emergency. | |

SAMPLE SHIFT PATTERN

Night staff:

| | MON | TUES | WED | THURS | FRI | SAT | SUN | HOURS |
|--------|-----|------|-----|-------|-----|-----|-----|-------|
| Week 1 | | X | X | | | | X | 36 |
| Week 2 | X | X | | | | X | X | 48 |
| Week 3 | | | | X | X | X | | 36 |
| Week 4 | | | X | X | X | | | 36 |