MAGDALEN COLLEGE, OXFORD

FURTHER PARTICULARS FOR DEPUTY LODGE MANAGER

(Reference Number: LO18002)

Magdalen College is one of the most beautiful of the Oxford Colleges with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The gardens and grounds are set in 120 acres and consist of a diverse landscape including Formal Quads, River Walks, Water Meadow and Deer Park.

There are two Deputy Lodge Managers reporting to the Lodge Manager and responsible for:

- Ensuring that all Lodge staff wear the correct uniform and are of smart appearance, displaying courtesy, firmness and fairness when dealing with members of the College and public.
- Monitoring the day-to-day control of security within the College through the provision of patrols and supervision of the main entry and exit points either directly or via CCTV.
- Providing for the safe custody of all keys, monies, valuables, personal possessions and stores committed to the care of the Lodge.
- Maintaining a record of all keys issued to individuals by name, location, date and time. Ensuring only authorised persons obtain restricted keys.
- Receiving, sorting, posting and forwarding, as appropriate, all mail, parcels and messages, including the recording of charges due.
- Enforcing College rules relating to the admission of the general public and controlling the access of vehicles to the grounds of the College.
- Recording the fullest possible details following the activation of any College fire alarm.
- Taking appropriate and timely steps to initiate emergency procedures following injury, accident, criminal activity, bomb alerts or fire.
- Providing timely reports to the Home Bursar following any incident of significance in the College or its grounds.
- Assisting the Lodge Manager in training new Lodge staff.
- Supporting Degree Days and the associated robing requirements.
• Assisting with annual fire drills.

• Assisting with the management of the students employed on the summer Visitor Scheme.

**Person Specification**

The successful applicant will possess the following attributes:

- Excellent time management skills
- Good interpersonal and communication skills.
- Willingness to be flexible and open to change in order to provide a high quality service.
- A high level of motivation and organisational skills, with an ability to respond capably and confidently in challenging situations.
- Computer skills, including Word, Excel and Outlook.
- Previous experience of managing a team and a responsible attitude towards leadership and staff development.
- Be willing and capable of promoting policies and procedures to ensure consistency and maintain high standard of performance and conduct.
- Good standard of personal presentation.
- Have the ability to deal with confidential and sensitive issues.
- Experience of working in a customer-facing role.
- All porters are expected to hold/obtain First Aid certification.

**Other**

The successful applicant will need to be physically fit because there is a requirement to be able to move about the College site at speed, particularly during an emergency. There will also be a requirement for occasional work at heights.

**Hours of Work**

38.5 hours per week average. Working hours will be 11 hour shifts working 4 on 4 off in conjunction with the other deputy Lodge Manager. Monday to Friday the hours will be 1200-2300. Saturday and Sunday the hours will be 10.00-21.00.

**Salary**

The salary for this role is £24,000 to £26,000 per annum depending on experience.

**Benefits**

- Membership of contributory pension scheme.
- Free lunch may be provided.
- Car parking may be available.
- Use of sports facilities.
- Optional contributory Healthcare Scheme.
- Bus pass purchase scheme.
- Generous holiday entitlement.
Applications

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at http://www.magd.ox.ac.uk/job-vacancies/) to Human Resources Assistant, Magdalen College, Oxford, OX1 4AU or human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Monday June 25th 2018. **Late or incomplete applications will not be accepted.**

Following the offer of the position, appointment will be subject to enhanced DBS clearance.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.