



Bar Manager (Maternity cover)

Job Description

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects and offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

The College launched its first [strategy](#) on 1 October 2019 and is the Hall's vision for the next 10 years, covering 2019-2029. It aims to move our inspiring and historic institution into the next century, keeping it as relevant to students of the future as it has been in the past and is today.

Further information about the College can be found at www.seh.ox.ac.uk.

2. About the Post

The bar serves as the venue for members of college to socialise. The historic Buttery and Well Bars are conveniently located on the Front Quad and offer a cosy space offering a range of alcoholic and soft drinks.

The success of the bar as a welcoming place is crucial to students experience of the College and is often remembered fondly by our alumni. The bar is open five evenings per week in term (Tuesday – Saturday) but there is also a requirement to oversee deliveries during the day. Bars are often set up in other locations on site, which require stocking and staffing. The day-to-day running of the Bar is the responsibility of the Bar Manager who is assisted when required by casual staff.

The Domestic Bursar is the Designated Premises Supervisor for the College.

3. Main Duties and Responsibilities

- To operate the Bar within the provisions of the Licensing Act 2003 (as amended), and with due regard to the four Objectives of the Act.
- To account for bar takings and ensure that all sales are properly and accurately recorded.
- To ensure the bar is appropriately stocked with a range of drinks (alcoholic and non-alcoholic) and snacks.
- To order stocks for the bar function to an agreed level at the most advantageous price and keep records of those orders.
- To assist in running College Bops, Balls, and other special functions in Hall or elsewhere on College premises
- To ensure a professional, friendly and welcoming image to students, conference guests and other invited guests of the College.
- To manage the casual bar staff.
- To ensure that all duties are covered in the event of staff absence.
- To be responsible for the cleanliness and hygiene of the bar.
- To ensure that maintenance faults are reported and actioned.
- To attend management meetings as required.
- To operate the bar till for student credit/debit card, app, or cash sales.

The appointee will also be expected to carry out such other duties as the Conference and Catering Manager and/or Domestic Bursar may from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive. As the needs of the College change, the job profile and duties of the role may be adjusted accordingly.

4. Selection criteria/Person specification

| | Essential and desirable criteria | |
|--|----------------------------------|---|
| | E | D |
| Qualifications | | |
| Personal Licence Holder | √ | |
| Food safety and hygiene qualification | | √ |
| Experience | | |
| Experience of working in a busy bar | √ | |
| Knowledge of current licensing legislation | √ | |
| Management experience | √ | |
| Experience of working in a college or Higher Education environment | | √ |
| Skills, Competencies and Abilities | | |
| Excellent interpersonal skills, with the ability to work as part of and contribute to the work of a wider team. | √ | |
| Confident written and communication skills, with the ability to deal appropriately with relevant stakeholders including students, Fellows, guests, and colleagues. | √ | |
| Good IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required. | √ | |
| The ability to work calmly and efficiently during periods of intense activity. | √ | |
| A flexible and adaptable attitude towards duties. | √ | |
| Personal Skills | | |
| Proactive and professional with a positive approach to work and able to function with minimal supervision. | √ | |
| Discreet and able to maintain confidentiality. | √ | |
| Friendly and approachable with strong customer service and relationship management skills. | √ | |

5. Terms and Conditions

| | |
|----------------------|---|
| Appointment: | This is a fixed term post covering a maternity leave until 3 May 2024 working five days across seven. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references. |
| Probationary Period: | There will be a probationary period of 2-months. Only after successfully completing this probationary period will the appointment be confirmed. |
| Notice Periods: | During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side. |
| Salary: | The salary reflects the University Scale at Grade 3 (£22,681 to £25,138 per annum). Appointments are normally made to the bottom of the grade. |
| Hours of Work: | Normal hours of work will be 40 hours per week (5 days out of 7) which includes evening and weekend work in accordance with the rota. The ability and willingness to adopt a flexible approach to working hours and duties will be required. |
| Annual Leave: | Annual leave entitlement for a full year is 32 days, comprising 8 public holidays and 24 working days. The post-holder's leave will be calculated on a pro-rata basis. Where public holidays fall in term time, the Bar Manager (Maternity Cover) may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Conference and Catering Manager. |
| Meals: | A meal is provided free of charge in the Hall whilst on duty and when the College kitchen is open. |
| Benefits: | Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, free eyesight tests and contribution towards new lenses for VDU users, free annual flu jab, free entrance to the University's museums, the University Club and other Oxford colleges and libraries, free entrance to the Botanic Gardens and Harcourt Arboretum, retail and dining discounts and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service). |
| Pension: | The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise. |
| Parking: | Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar. |

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on 10 November 2023**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held on Monday, 20 November 2023.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*