



*University of Oxford*  
**St Edmund  
Hall**

**Job Description and Further Particulars  
Senior Common Room Assistant (Full-time)**

**1. The College**

St Edmund Hall (fondly known as Teddy 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 13<sup>th</sup> Century, making it one of the oldest education institutions now within the University of Oxford.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects. The Hall 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. At present, the College is comprised of approximately 70 Fellows, 376 undergraduate and 315 graduate students in addition to administrative and domestic staff. 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.

Further information about the College can be found by visiting [www.seh.ox.ac.uk](http://www.seh.ox.ac.uk).

**2. The Catering Operation and Role**

Meals at St Edmund Hall are one of the most sociable aspects of studying here with our 270-seater Dining Hall meaning that the whole College community can eat together. We serve, breakfast, lunch and dinner, and brunch is available at weekends.

On Thursdays, and Sundays during term time there is the option of Formal Hall, which is served after the usual informal dinner. This is a traditional part of Oxford college life, and an opportunity to do something a bit different, which is very popular with our students.

We can offer served dinners and lunches catering for 15 to 240 people in a variety of rooms from the traditional Old Dining Hall seating up to 45 people, to 240 in the modern and spacious Wolfson Dining Room with its feature ceiling and lighting.

Our facilities offer an ideal location for lunches, dinners, weddings, and christenings. We can

also cater for garden parties, afternoon teas, and drinks receptions in the beautiful Broadbent Garden, which is a haven from the hustle and bustle of the city.

Working as part of a cohesive, friendly, and talented team and under the general direction of the Deputy Head Butler and Cellar Manager, the Senior Common Room Assistant will help with the preparation of the room for food service, assist with serving the food and drinks and clear the tables following service. They will also ensure that cleanliness and hygiene is maintained at all times which includes Hoovering, plate/glass washing and the cleaning of kitchen equipment. During term, the Senior Common Room Assistant will spend the majority of the time in the Senior Common Room. Outside of term, flexibility is essential as the appointee will be expected to work in other areas of the College i.e., Housekeeping and the main dining Hall. The Head Butler has overall responsibility for the department.

### **3. Main Duties and Responsibilities:**

The Senior Common Room Assistant role will include, but is not limited to, the following tasks and responsibilities:

- Daily preparation and setting up of the Senior Common Room including the setting of tables, cleaning of areas and coffee machine, cleaning equipment and polishing of silverware.
- Assist with the setting up of large functions and dinners and clear down from the previous evening when required.
- Delivery and set up of refreshments for meetings and functions and remain on-hand to serve when required.
- Assisting with the smooth running of lunch service including setting up the lunch buffet prior to service, clearing plates during service and cleaning down after service.
- Washing plates, cutlery, glasses and dishes using the dishwasher or by hand when required both in Senior Common Room and in the Plate Wash area located in the main dining Hall.
- Storing away of clean crockery, cutlery and glassware.
- An awareness of the need to reduce waste and ensuring waste items are placed in the correct bins ready for collection.
- Maintain visual checks and report any faulty equipment or breakages to the Head Butler, Deputy Head Butler and Cellar Manager or Catering Supervisors.
- Attend staff meetings and training/development courses.
- Adhere to all College legal and Health and Safety regulations and taking responsibility for your own and colleagues safety at all times.
- Maintain COSHH standards in line with legislation when using chemicals.
- Comply with daily cleaning rotas and ensure machine temperatures are correctly recorded.
- Ensure that protective clothing supplied is worn and personal hygiene is maintained.
- To be familiar with and work in accordance with all College policies and procedures.
- Complete end of shift duties to ensure that areas are ready to handover.

#### **Any other duties**

- A preparedness to assist in other areas of the College when required to do so e.g.,

Housekeeping Department and in the main dining area (Wolfson Hall).

- To carry out any other duties as reasonably required to do so at the instruction of the Head Butler or Deputy Head Butler and Cellar Manager.

### **Further Information**

It is essential that College uniform/protective clothing is worn at all times while on duty and that a smart appearance is maintained. It may be a requirement of the job to provide cover at other sites owned by the College. Some weekend working may be required during the summer months. Applicants should note that the job does involve lifting, carrying and moving of furniture.

The post-holder will be expected to be flexible and perform different tasks as necessitated by the changing role within the College's organisation and objectives. This job description may be reviewed periodically in conjunction with the post-holder and the requirements of the College.

#### 4. Selection Criteria/Person Specification

REQUIREMENTS	Essential and desirable criteria	
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<b>Experience</b>		
Previous experience of working in a customer focused role and/or hospitality environment		√
<b>Skills, knowledge and abilities</b>		
Good communication skills with proficiency in spoken and written English.	√	
Ability to follow and complete instructions.	√	
To be calm during busy periods.	√	
Be flexible and have a willingness to adapt to changing situations.	√	
High levels of punctuality, reliability, and professionalism.	√	
Capable of working independently using initiative and as part of the wider team.	√	
A willingness to participate in training courses and a commitment to their own professional development.	√	
NVQ Level 1 Certificate in food hygiene.		√
Previous cleaning experience preferably in a commercial kitchen environment.		√
<b>Personal Skills</b>		
Very friendly, presentable, helpful and approachable.	√	

## 5. Terms and Conditions

Appointment:	This is a permanent, full-time post working 40 hours per week. 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 six 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:	£12.00 per hour (£25,029.00 per annum).
Hours of Work:	Normal hours of work will be 40 hours per week, Monday to Thursday, 07:30 – 15:30 inclusive of a 30 minute unpaid break and Thursday and Sunday 17:00 – 22:00 (no break). The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the SCR Assistant 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 Head Butler.
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 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.

## 6. Application Process

Interested applicants should forward the following documents:

1. An Application Form (found on our website);
2. 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](mailto:recruitment@seh.ox.ac.uk) by **09:00 GMT on Wednesday, 23 October 2024**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held in Oxford later in the week-commencing Monday, 28 October 2024 .

Informal enquiries about the post should be directed to [recruitment@seh.ox.ac.uk](mailto: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](mailto: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.*