

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



Porter **£11.51 per hour**

The Centre is recruiting for a night porter. The Porter role is based in the Lodge and will provide an excellent first impression of the Centre to students, staff and visitors. This is a key role requiring a smart, confident and resourceful individual willing to be customer focused yet maintaining the safety and security of the Centre.

Further particulars of the post, which all candidates are advised to consult, may be obtained from the Centre's website at www.oxcis.ac.uk. The closing date for applications is **Friday 26 April 2024**.

Please send your CV and details of two references by email to recruitment@oxcis.ac.uk.

Oxford Centre for Islamic Studies

Job Description

Porter

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| Responsible to: | Senior Porter |
| Responsible for: | Own work |
| Hours of work: | Working shifts from 6.30pm - 6.30am, initially on a 4 on, 4 off pattern, as designated by the Senior Porter. |
| Contract: | 6 months |
| Salary: | £11.51 per hour |
| Benefits: | Enrolment into OSPS pension scheme Uniform will be provided and must be worn while on duty. |

Job Description

Customer Service

- Provide a high level of customer service when dealing with guests entering the Centre including students, Fellows, conference delegates, visitors and guests and respond to all enquiries in a professional manner.
- Answer all calls to the Centre telephone line or when visitors arrive at the Lodge professionally, dealing with all enquiries and forwarding messages accurately.
- Provide an effective and efficient reception service for accommodation, ensuring all keys/key fobs are managed correctly and guests assisted to their accommodation.
- Sort incoming and outgoing mail including parcels etc, franking outgoing mail, handling all deliveries received and forwarding accordingly.
- Provide portering support to the Centre by moving furniture and equipment, setting up rooms, helping to provide teas & coffees, cloakroom services, guiding people, placing signage, removing waste and rubbish both internally and externally, turning off lights and equipment.

Centre Security

- Oversee the security within Centre premises whilst still allowing general public access including notifying and liaising with appropriate internal/external agencies i.e. Home Bursar, Senior Porter, police, University Security should the need arise.
- Be fully conversant with the Centre Alarm systems, including Fire, CCTV, maintenance alarms and security and be in a position to respond to any incident arising. Act as Fire Marshall when required.

- Monitor CCTV in Lodge recording and reporting of all incidents in accordance with the Centre's CCTV Policy and in accordance with GDPR and other legislation. To utilise the CCTV systems in order to ensure the security of the site perimeter.
- Responsible for issuing and receiving keys, cards and fobs and maintaining accurate records, including changing of batteries on doors when need arises. Operate the keyless entry system, issuing and cancelling fobs and maintaining the system security.
- Patrol the Centre grounds, locking/unlocking gates/doors, managing visitors parking and public access to the Mosque and removal of unwanted visitors if the need arises.

Health and Safety

- Provide First Aid as appropriate to the incident and liaise with other agencies. Provide reports and carry out investigations if required.
- Provide 'Mental First Aid' as required, seeking further assistance as appropriate and carry out any necessary actions to safeguard vulnerable people within your competence and training.
- Receive and vet all visitors to the College and issuing permits and contractor's passes in accordance with the Lodge SOPs to ensure compliance with Health & Safety requirements. Provide Contractors initial safety induction when no Estates staff available.
- Implement emergency procedures should the need arise, including lock down and evacuation.

Administration

- Act as the main out of hours contact point whilst on duty for all areas of Centre, calling out estates maintenance or contractors or submitting maintenance faults.
- Use Microsoft Office packages efficiently and effectively; which will also include using internet and intranet system.
- Ensure all Lodge administrative tasks and reports are completed in a timely and accurate manner.
- Ensure appropriate valuable item protocol is applied so that the safe contents including money and lost property are handled in a secure manner.

Other

- Keep the Lodge area clean and tidy (with the assistance of the Scouts).
- Carry out duties as directed by the Senior Porter ensuring highest standards are delivered.
- Any other reasonable and relevant duties as requested by the Senior Porter and other senior members of staff.

Person Specification

Essential

- SIA Licence – must be able to pass the criteria before employment is confirmed.
- First Aid qualification – or must be able to pass the course within 6 months of appointment.
- Confident, friendly, and helpful manner
- Physically fit, as the role involves lifting and carrying
- Good IT skills and the ability to learn to use specific IT systems.
- Reliable and punctual
- Able to work flexible hours to meet the needs of the Centre

Desirable

- SIA CCTV Licence - or willingness to undertake training.
- Fire safety qualification.

Background to the Oxford Centre for Islamic Studies

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM King Charles III. The Centre was founded in 1985 and is committed to the advancement of academic excellence in teaching, research and publication. The Fellowship is drawn from a variety of academic disciplines including: anthropology, Asian and Middle Eastern studies development studies, history and theology and religion.

The research profile is similarly diverse, ranging from regional study of the intellectual roots of Muslim civilisation and contemporary social movements in the Islamic world to investigations into the theory and practice of Islamic financial management.

The Centre has a thriving publications programme, which includes the *Journal of Islamic Studies*. Published three times a year, by Oxford University Press, the Journal aims to encourage interaction among academics from diverse traditions of learning to enable the dissemination of their research and reflections. It is peer-reviewed. The Centre facilitates, and actively encourages, the publication of monographs and other works by Centre Fellows.

The Centre's library provides valuable and unique resources. It now houses approximately 49,000 volumes and 360 manuscripts. The library collection is fully searchable on SOLO, the Oxford University's online library catalogue.

Potential applicants can find out more about the Oxford Centre for Islamic Studies at www.oxcis.ac.uk.

The Centre Building

The Centre occupies new, purpose-built premises on a 3.25 acre site on the Marston Road, Oxford. The complex of buildings combines the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The buildings blend large elements and design details common to both Oxford colleges and Islamic architecture. They provide the Centre with accommodation

for up to 54 students, Fellows and Visiting Fellows, a dining hall, a mosque, an auditorium, landscaped gardens, cloisters and quadrangles, as well as teaching and seminar rooms.

Right to work in the United Kingdom

As required by The Immigration, Asylum and Nationality Act 2006 applicants will be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly, and that selection is based on individual merit and selection criteria relevant to the post.