



Oxford Centre for Islamic Studies

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

Lodge Manager

Salary range: £39,424-£47,779

The Oxford Centre for Islamic Studies is looking for a Lodge Manager to lead its team of Porters, providing a 24-hour service.

The Lodge Manager will be responsible for Centre security, including CCTV management, and will ensure that legal compliance and best practice are followed. The Lodge Manager is also specifically tasked with the responsibility for fire safety across the entire Centre and several off-site properties in central Oxford.

The Lodge Manager must be a strong and effective leader, with experience of managing a team working across multiple shift patterns. An effective communicator, the successful candidate will have experience of a range of managerial responsibilities, including budget and project financial management, performance scheduling, contractor relationships and HR (with support).

Please send applications by email to recruitment@oxcis.ac.uk, including a CV, a supporting letter evidencing how you meet the person specification, and details of two referees.

The closing date for applications is **Friday 9th January 2026**.

Job Description

Lodge Manager

Responsible to:	Home Bursar
Hours of work:	Normal working hours will be 9:00-17:30, Monday-Friday, but some flexibility will be required to effectively manage the 24/7 nature of Lodge operations.
Salary:	In the range of £39,424-£47,779 per annum, dependent on experience.
Benefits:	35 days leave per annum, including public holidays; Enrolment into OSPS pension scheme; Free lunches provided during term time; Free parking (when available)

Main Responsibilities

1. Lodge Day-To-Day Management

- To ensure the efficient running of the Lodge at all times. The Lodge must be well presented to welcome all visitors as this is the public face of the Centre.
- To ensure that queries received in the Lodge are handled professionally and efficiently and directed to the relevant department within the Centre.
- To maintain the Centre's radio equipment, first aid kits, defibrillators and other safety equipment in the Lodge.
- To keep up-to-date databases related to access permissions in partnership with the IT Department, the "Traka Key Suiting System" Key Management, shift change logs and other Lodge-related assets.
- To maintain and update the Lodge Manual and ensure that any changes to SOPs are communicated to all Porters and implemented effectively.

2. Team Leadership

- To recruit, train and performance-manage Lodge staff and ensure that they carry out their duties professionally, efficiently and courteously in accordance with the Lodge operating procedures.
- To determine the duty rota for the Lodge and ensure an appropriate level of staffing at all times.
- To act as the first point of contact for any grievances and disciplinary proceedings initiated by, and/or related to Lodge Porters and to carry out necessary investigations as advised by the Home Bursar/HR Officer.
- To evaluate the training needs of all Porters and arrange for both training and refresher industry courses to be undertaken following best practice.
- To provide regular training to the Porters about Centre policies, guidelines, procedures and IT systems.

3. Centre Security

- To support the Home Bursar in the development and implementation of initiatives relating to Centre security.
- To ensure that all newcomers and visitors to the Centre are signed in/out at the Lodge and receive the appropriate access cards and health & safety briefings.
- To ensure that the Avigilon system, CCTV equipment and monitoring software are in good working condition and that all access and data is retained in accordance with GDPR regulations.
- To manage parking access in all Centre car parks, liaising with the Bursary team to keep an up-to-date record of parking permits and to ensure that contractors have authorization to park in designated spaces.
- To maintain a logical and user-friendly log of keys and fobs, with regular audits and stock reviews.

4. Health, Safety & Compliance

- To be trained in First Aid at Work and maintain a log of any incidents in conjunction with the HR Officer.
- To undertake first responder fire marshal and evacuation responsibilities during working hours and to provide an immediate response to emergency alarms.
- In case of emergency, to coordinate with the emergency services, to carry out rollcalls on evacuation, and to reset fire panels, where applicable, before the incident is closed.
- To monitor the Centre's automatic fire and intruder detection systems and to respond accordingly to any activation.
- To maintain the Centre evacuation chairs, making sure that they are in working condition and serviced at least once a year.

5. Fire Safety Management

- Responsible for the weekly fire alarm system testing and maintaining the data records and scheduled fire evacuation drills.
- To oversee the day-to-day operation by the Porters Lodge of the fire alarm system, including responding to pre-alarms, full activations and the logging of instances, false alarms and activations.
- To identify and report faults or misuse of the alarm system to the Home Bursar.
- To participate in the Health & Safety Committee to report on appropriate fire evacuation procedures.
- To review and manage the necessary FRAs for the Centre and all off-site properties, combined with appropriate fire evacuation policies including PEPs for physically challenged guests.

6. General

- To maintain the Centre's franking machine and ensure that postage costs are allocated to the appropriate cost centre(s).
- To manage the Lodge budget and maintain accurate records of expenditure relating to equipment, overtime, agency cover, and any other services.

Person Specification

- Previous experience of managing a busy operational team (essential).
- Valid SIA licence (essential).
- Qualifications in First Aid & Fire Safety.
- Proven understanding of Security, Health & Safety, and other relevant legislation.
- Leadership skills, with the ability to successfully train and motivate a team of individuals.
- Experience of handling difficult situations.
- Professional presentation with the ability to remain calm under pressure.
- Excellent communication skills and interpersonal skills.
- Proven understanding of budget management.