

Oxford Centre for Islamic Studies



*A Recognized Independent
Centre of the University of Oxford*

Night Porter

Applications are invited for a Night Porter at the Oxford Centre for Islamic Studies. The primary purpose of the role will be to ensure the security of the new building on the Marston Road site and all those associated with it. The position also entails providing a high level of customer service when dealing with all people arriving at the Centre, including staff, students, Fellows, and the general public. The Night Porter will be responsible to the Head of Security.

The positions are offered at a salary in the range of £9.36 - £9.62 per hour depending on qualifications and experience. Further details of the Centre and a full job description are available at www.oxcis.ac.uk/vacancies.

Applications should be sent to the Assistant Registrar (Gordon.brown@oxcis.ac.uk), Oxford Centre for Islamic Studies, Marston Road, Oxford OX3 0EE. The closing date for applications is **Friday 23 March 2018**.

Oxford Centre for Islamic Studies

Further particulars for the post of

Night Porter

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is a Recognised Independent Centre of the University of Oxford and is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library.

The New Centre Building

The Oxford Centre for Islamic Studies is currently based in new, purpose-built premises in Oxford. This building combines on a single site 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 Centre's new premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 54 students and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. As we expand, this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

About the Post

The Head of Security will manage the team of Lodge staff to provide a 24 hour service to all Centre users. The Lodge is the point of secure entry and the first point of contact for many people. The Lodge staff, including the Night Porters, are primarily responsible for the implementation of the security procedures and protocols designed to protect personnel, assets and visitors, while providing a cordial and informed point of welcome and reception.

Selection Criteria

Essential

- Experience in security, particularly residential and/or academic institutions
- Knowledge and experience in the operation of CCTV and other security systems

- Good IT skills and the ability to work with IT systems e.g. Building Management Systems
- Knowledge and experience of Health and Safety and fire safety systems within a residential building
- Confident, friendly, team player with helpful manner
- Ability to act with authority while ensuring a welcoming and safe environment for all
- Ability to act independently and react appropriately to unforeseen events

Desirable

- First Aid at Work Certificate
- SIA door supervisor qualification

Terms and Conditions

Appointment:	This is a permanent post, subject to a period of probationary service normally of six months.
Hours:	42 hours per week, usually working 4 nights on and four nights off. There may also be a requirement to partake in an out of hours emergency cover roster.
Salary:	£9.36 to £9.62 depending on skills and experience
Pension:	The Centre offers a contributory pension scheme.
Annual Leave:	The post holder is entitled to five weeks (pro rata) holiday per annum, plus statutory public holidays. Some holiday will normally be taken during a period of closure during the Christmas and New Year public holidays and otherwise in consultation with the Home Bursar.
Uniform:	Uniform will be provided, and must worn while on duty. Due to the nature of the position, the Lodge Porters will come into contact with all members of staff, visiting personnel and VIP's, so high levels of turnout, bearing and interpersonal skills are expected at all times when on duty.

Application Process

Applications, which should include a CV and cover letter, should be emailed to Mr Gordon Brown, Oxford Centre for Islamic Studies, Marston Road Oxford, OX3 0EE at gordon.brown@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

The closing date for applications for this post is noon on Friday 23 March 2018.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore 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.

Oxford Centre for Islamic Studies

Job Description

Night Porter

Responsible to:	Head of Security/ Senior Porter
Responsible for:	Own work and liaising with the Lodge team and other staff
Hours of work:	An average of 42 hours, usually 4x12 hour night shifts, followed by 4 nights off. Out of hours emergency standby cover may be required
Main duties:	To ensure implementation of the security plans, policies and procedures designed to protect personnel, assets and visitors while facilitating appropriate access at all times

- To provide a high level of customer service when dealing with all people arriving at the Centre, including staff, students, Fellows, and the general public, and be able to efficiently respond to all enquiries.
- To carry out duties as directed by the Head of Security / Senior Porter to ensure the highest security protocols are maintained for the Centre site, whilst allowing appropriate access. This will include regular foot patrols of the grounds, the securing of access points and escorting unauthorised individuals from the premises.
- To be fully conversant with the Centre security alarm systems and management of the CCTV and automated fire alarm systems, respond accordingly to alarm activations and incidents.
- To monitor CCTV in the Lodge
- To accurately report all incidents (including fire) in accordance with the specified Standard Operating Procedures. To act as a first point of call for emergencies in the absence of the HOS or Senior Porter
- To be responsible for issuing and receiving keys and maintaining accurate records.
- To operate the electronic key entry system, issuing and cancelling fobs and cards and maintaining the system security.
- To operate the Centre telephone system proficiently, answering calls appropriately and dealing with enquiries and messages effectively.
- To sort incoming mail, including the use of security equipment and deliver mail as appropriate. To manage deliveries to the Centre, ensuring the correct recipient receives them and signatures are obtained where necessary. To frank outgoing mail and use courier services as required, recording details and obtaining signatures as required.

- To use provided IT equipment for internal communication, particularly by email.
- To ensure all Lodge administrative tasks are completed in an accurate and timely manner.
- To read and be conversant with the contents of the Lodge Manual and follow Standard Operating Procedures, ensuring that a comprehensive knowledge base is up to date at all times for all procedures used within the Lodge.
- To liaise with other Lodge staff, ensuring comprehensive exchange of information particularly during handover of shift.
- To be trained in First Aid and hold a First Aid at Work Certificate, providing First Aid as required.
- To undertake training as required by the Head of Security.
- To hold a Security Industry Authority License (SIA Badge) or be prepared to undertake training to obtain a license.
- Any other reasonable tasks as requested by the Head of Security or supervisor in his absence or at the request of a senior member of staff.