



## CHRIST CHURCH FURTHER PARTICULARS

<b>Job title</b>	Liddell Building Site Supervisor
<b>Location</b>	Liddell Building – Iffley Road, Oxford
<b>Salary</b>	University Grade 5 (salary range is £32,108 per annum to £36,340 per annum)
<b>Hours</b>	40 hours per week (distribution of hours will be agreed between the post-holder and the Steward)
<b>Contract type</b>	Full time, permanent
<b>Responsible to</b>	The Steward
<b>Application deadline</b>	22 January 2026 (noon)
<b>Additional information</b>	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Steward. This post is subject to a six-month probationary period.

### Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

### Department information

The Liddell Building is part of Christ Church and was established in 1991. The Liddell Building is situated on the Iffley Road in Oxford, approximately a five-minute walk from amenities and a fifteen-minute walk from the main Christ Church site. The Liddell Building - Lodge reception is staffed 24 hours a day.

Christ Church's Liddell facility is looking to recruit a Site Supervisor to oversee a team of five Porters, five part time Scouts (housekeeping staff) and a maintenance person and manage the security at the site. The ideal candidate will be responsible for fire safety compliance and have good management skills and effective communication abilities.

### **Main Responsibilities – Liddell Building – Lodge Management**

- To oversee the efficient running of the Lodge by leading a team of five Porters, ensuring maximum efficiency, excellent communication and good morale.
- To motivate and lead the Lodge team to ensure that staff work cohesively and provide the very best service to all stakeholders by offering a welcoming and highly professional service at all times.
- To identify projects to improve processes and procedures within the Lodge to support the continuous improvement of services to all stakeholders.
- Conduct thorough risk assessments to identify potential security/access threats.
- To ensure clear and timely communication within the Lodge and with other departments on internal and external issues and processes.
- To contribute to the development, review and implementation of the Liddell Building's security strategy.
- Manage the security of the Liddell site, dealing with breaches of security and ensuring the Liddell Building liaises with Thames Valley police and University Security Services, where necessary.
- To develop and manage the site budget and have responsibility for its expenditure.
- To investigate instances of breaches of College Rules and/or the Law, including collating information from CCTV, access control etc and acting as a point of contact for the Police in cases where they become involved and passing information to the College Steward.
- To supervise termly Fire Drills. Be fully conversant with and able to deal with fire, emergency and security procedures.
- Confidently handle any complex complaints or queries from staff, students or visitors and ensure that suitable solutions are reached to satisfaction of all stakeholders, identifying and implementing improvements where necessary.
- To be responsible for legal compliance in relation to Lodge matters, including Health and Safety legislation and working with the Health and Safety Officer to regularly review/create appropriate risk assessments.
- To generate and sustain an inclusive and positive culture in the Lodge, encouraging students, staff and visitors to feel that they can report any incidences to the Liddell Building – Porters Lodge for assistance.

### **Facilities Management**

- To manage five part time Scouts (housekeeping staff) and a part time maintenance person.
- To liaise with grounds maintenance, window cleaning, laundry, fire alarms, fire-fighting equipment, waste management and pest control etc. and to report any shortcomings to the relevant main site contact and /or Steward of Christ Church / Domestic Bursar.
- To oversee the management of all visitors including students and commercial.

- To oversee and assist the maintenance of up-to-date records for the issuing of stores and equipment at the site between Christ Church and Corpus Christi College usage and to report same to the Steward's Office for cross-charging.
- To be responsible for stocks items for the Liddell Building.
- To report necessary maintenance work to the appropriate College department or make external arrangements where authorised by the Steward of Christ Church and/or the Domestic Bursar in the case of premises occupied by Corpus Christi College.

### **Health and Safety Management**

- Responsibility for the health and safety of all members residing at Liddell in cooperation with Corpus Christi College and under the advice of the Health and Safety Officer. The Site Supervisor will need to overcome occasional difficulties with discretion and to report major difficulties as appropriate. The reporting of all welfare matters to the Junior Censor and Steward of Christ Church in relation to junior members of Christ Church and to the Domestic Bursar and Dean at Corpus Christi College relating to junior members of Corpus Christi.
- To ensure that any information concerning staff or student welfare is relayed to the relevant College Officer promptly, accurately and confidentially. The Site Supervisor has executive authority over junior members and should supervise their welfare. They should also take the names of those who fail to cooperate and report them to the appropriate College Officer. Seek advice from the College Officer if you are unsure what action to take.
- Has responsibility the coordinating compliance at Liddell for statutory and good practice procedures and protocols, including those on Health & Safety, Disability Discrimination and Equal Opportunities.
- To follow all Health and Safety guidelines as set out in the College's Health and Safety Policy and as required by relevant legislation.
- To ensure that risk Assessments for the Liddell site are up to date and that all staff are familiar with them, as appropriate, with regular refresher training no less than annually.
- Maintenance of the Accident Book and following college procedure in relation to the reporting of accident and providing written reports in a timely manner when required. Ensuring that all staff are familiar with the accident reporting procedures.
- Inform the Steward of any RIDDOR incidents.
- To liaise with all the emergency services as appropriate in the event of an incident or an emergency.
- Oversee safety checks of equipment and other items required for the safe operation of the entire site e.g. fire appliances, alarms, gates, ladders, etc. and to keep records of same.
- To respond to a call-out in the event of major emergencies.
- To maintain and improve Health and Safety Standards throughout the site and ensure that the Operations Manual is kept up to date.
- Respond to call-outs in the event of major emergencies.

### **General**

- Ensure staff provide a professional, helpful, efficient and consistently high standard of reception service to junior members and visitors at all times.
- Ensure that the telephone, radio and email systems are promptly always answered and in a professional manner.

- Be proactive in listening to the concerns and needs of college members and providing appropriate security advice.
- To oversee and assist with normal porter's duties: reception and dispatch of post and parcels for the Liddell site, responding to emails, issuing of fobs and keys etc.
- Assist with the coordination of arrivals and departures for room bookings using the computerised booking system.
- Ensure that meeting and conference rooms are set up and serviced as instructed.
- Ensure staff are trained in the procedure for taking payments, where appropriate, for guest rooms and other sales and that appropriate paperwork is completed, including the issuing of receipts, in accordance with the college procedure.
- Arrange regular staff meetings and briefings.

## **Person Specification**

### **Essential**

- Proven experience in a front of house management role. Able to manage all areas including performance, welfare, customer service and administration ideally within a university college, hotel or similar environment.
- Good awareness of Health and Safety Legislation including writing and implementing risk assessments, First Aid, Fire and Security responsibilities and Welfare related services.
- The ability to motivate others to deliver high performance.
- Good knowledge in developing and implementing policies and procedures to maintain security standards.
- Excellent interpersonal and communications skills with the ability to build and maintain relationships with internal and external stakeholders at all levels.
- A calm clear-headed ability to work under pressure and make appropriate decisions quickly.
- Ability to organise work time efficiently and handle competing priorities to deliver results to a required high standard and to deadlines.
- Good IT skills with working knowledge of MS office including Word and Excel
- Flexibility with working hours for operational delivery requirements

### **Desirable**

- Experience of liaising with multiple departments
- Health and Safety qualification – IOSH or equivalent
- Previous experience of College building management

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by changing needs and the overall business objectives of the College

### **Pre-employment screening**

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK and proof of your identity. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

### **References**

The successful applicant will need to provide details of two employment referees. One should be from their most recent employer.

### **Terms and conditions**

**Salary:** University Grade 5 (salary range is £32,108 per annum to £36,340 per annum) according to experience.

**Hours of work:** This is a full-time post. Normal hours of work are 40 hours a week excluding one unpaid hour for lunch. By its nature, the post requires a flexible approach and the post holder will be expected to work such hours as are reasonably required to carry out their duties, including occasional attendance at evening or weekend events.

**Holiday arrangements:** Annual leave entitlement is 25 working days plus bank holidays. Bank holidays that fall within term-time may need to be worked. If this is the case, a day of paid holiday in lieu of each such day worked will be given. The holiday year begins on 1 January and ends on 31 December.

**Probationary and notice periods:** The appointment is subject to satisfactory completion of a six-month probationary period, during which the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be three months.

### **DBS Check**

The appointment is subject to the provision of an original document verifying the applicant's right to work in the UK and successful completion of a Disclosure and Barring Check.

### **Employee benefits**

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding Bank Holidays.
- Generous pension scheme - The post is pensionable under the contributable Oxford Staff Pension Scheme (OSPS)
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

## How to Apply

To apply for this position please provide the documentation listed below no later than the deadline of noon on **Thursday 22 January 2026**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Human Resources stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.
- Equality and Diversity Monitoring Form.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk).

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

## Interviews

**Interviews will take place in the week commencing 26 January 2026.**

## **If you need help**

If you have any questions regarding the application process, please contact [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

## **Important information for candidates**

### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

### Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.