



## CHRIST CHURCH

### FURTHER PARTICULARS

<b>Job title</b>	SCR (Senior Common Room) Assistant
<b>Location</b>	Christ Church
<b>Department</b>	SCR
<b>Salary</b>	£13.16 per hour / £13,686.40 per annum
<b>Hours</b>	20 hours per week, Monday to Friday, working 11.00 am until 3.00 pm each day (some flexibility on start and finish times may be possible for this role)
<b>Contract type</b>	Permanent, Part Time
<b>Responsible to</b>	SCR Manager and Deputy SCR Manager
<b>Application deadline</b>	<b>Please note: Early application is advised</b> as we will be considering applications and scheduling interviews as soon as they are received. This post will remain open until the vacancy is filled
<b>Vacancy reference</b>	SCR001
<b>Additional information</b>	This post is subject to a six-month probationary period  There is the option of working additional hours during weekends for occasional events as per the rota set out by the SCR Manager

### 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 SCR (Senior Common Room) is an important area within the Christ Church community and the SCR team is responsible for providing meals for SCR members in the SCR and at the High Table. The SCR is also responsible for formal events at the High Table in the Dining Hall working with the Kitchen, Hall and Buttery to ensure everything runs smoothly.

## **Role of the SCR Assistant**

The SCR Assistant will have excellent customer service skills and be a friendly and reliable member of the SCR team. They will be responsible for the highest standards of cleanliness and hygiene in the Senior Common Room and will assist in the preparation and set up of the dining area and daily service of meals to SCR members.

## **Main Duties and Responsibilities**

- Provide a welcoming environment and a high standard of hospitality and customer service to SCR members and their guests.
- Assist with setting up of meals including table laying and cleaning of areas and equipment in Senior Common Room.
- General duties include washing plates, cutlery and glasses using dishwasher and storing away of these items once cleaned.
- Assist with smooth running of daily lunch service to senior members and their guests including the setting up lunch buffet prior to service, clearing plates during service and cleaning areas after service.
- Keep all areas within responsibility clean and tidy and report any faults or problems.
- Ensure relevant legislation and College policies are followed regarding hygiene, health and safety are observed at all times.
- Any other duties as requested by the SCR Manager or Deputy SCR Manager.

## **Person Specification**

### **Essential**

- Awareness of importance of good customer service
- Experience of working effectively as part of a team
- Good communication and interpersonal skills
- Reliable and good time keeping skills

### **Desirable**

- Experience of working in a similar environment

## **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 (applicants must have current and ongoing right to work in the UK without restrictions as Visa sponsorship is not provided), proof of your identity and (if we haven't done so already) we will contact the referees you have nominated. 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. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

### **Terms and conditions**

- Salary: £13.16 per hour / £13,686.40 per annum
- Working hours: 20 hours per week, Monday to Friday, 11.00 am until 3.00 pm each day (some flexibility on start and finish times may be possible for this role)

### **Employee benefits**

- Christ Church employees enjoy 25 days paid holiday per calendar year, excluding bank holidays. Time off in lieu will be given for public holidays which fall during term time.
- Generous pension scheme
- 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 complete provide the documentation listed below.

**Please note:** Early application is advised as we will be considering applications and scheduling interviews as soon as they are received. This post will remain open until the vacancy is filled.

Application documents should include:

- A completed application form, including the names and addresses of two referees. References will only be taken up for the successful candidate; and
- Equality Opportunities 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.

**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.