



Brasenose College, Oxford

Further Particulars

Job title	Butler
Department:	Buttery
Responsible to:	Steward
Role:	The postholder is responsible for all aspects of service to the Senior Common Room and other college areas

The College

Brasenose College is one of the older foundations in the University of Oxford. Originating in one of the medieval halls of the University – the gate of which was presumably adorned by the still-surviving ‘brazen nose’, or sanctuary door-knocker – it was founded by royal charter as the King’s Hall and College of Brasenose in 1509.

Nearly five centuries later the College is still thriving. It has some 370 undergraduates and about 170 graduates, a fellowship of around 40 and a similar number of lecturers. There is support staff of about 120. It is thus one of the medium-sized Oxford colleges, with a very friendly atmosphere.

The College is a self-governing institution. The ultimate authority for all decisions rests with the Principal and Fellows. The Governing Body is serviced by a structure of committees, chiefly the Academic Committee, concerned with academic policy and administration, and the Finance Committee and the General Purposes Committee, concerned with other aspects of the management of the College.

Job Description

Job Purpose:

To run the Senior Common Room (SCR) areas in a professional manner to a consistently high standard, providing the efficient service of meals and taking responsibility for the cleanliness, presentation and appearance of the SCR and associated areas.

- To take responsibility for the smooth running of the service provision of all meals provided to SCR members ensuring a professional service at table at a high standard for fine dining.
- To interact with politeness, courtesy, sensitivity and discretion when dealing with members of the College, ensuring a calm, professional atmosphere in the SCR.
- To plan and organise the stocks efficiently to ensure that the drinks cabinet and fridge are well maintained.

- To supervise staff allocated to the SCR and other areas, as directed by the Steward.
- To work closely with the Assistant Stewards in the delivering the service for the day- to day running of the SCR.
- To liaise effectively with the other members of the service team and the kitchen staff, ensuring good communication and co-operation between departments for the smooth running of functions.
- To be responsible for the silver (plate) allocated to the SCR department, ensuring security and maintaining the silver in good condition.
- To be responsible for the accurate recording via Uniware of all charges incurred by a SCR member for payment (including all meals, guest charges and all alcohol), and to follow up on queries.
- To be responsible for the service and storage of wine in the correct manner.
- To plan the service provision on a daily basis using meal numbers provided from the on-line booking system.
- To ensure the Steward is kept informed of problems or developments and to use initiative to find possible solutions.
- When SCR work is reduced in quieter times, to work in other food service areas of College, for example assisting with service for conferences and admissions events.
- To take on any other reasonable duties as requested by the Steward.

Any necessary adjustments will be considered to the above in keeping with the requirements of the Disability Discrimination Act 1995.

Terms and Conditions

Appointment: This is a permanent post, which we would like to fill as soon as possible. There will be an initial probationary period of six months. During this period the post holder's employment may be terminated by one week's notice on either side. Thereafter the period of notice to terminate employment is one month. The appointment will be conditional on verification of the successful candidate's availability for employment in this country, and subject to the receipt of satisfactory references.

Salary: The Oxford University Scale, Grade 5, Points 21-27, currently £23,121 to £27,578 per annum. Advancement up the scale is on merit.

Pension: Employment with the College provides access to the Oxford University Staff Pension Scheme (OSPS) and it is for this scheme alone that it will pay the employer's contribution. The

successful candidate will be entered into this scheme unless they indicate on the Terms and Conditions that they do not wish to join

Salary Exchange Scheme: If you join the Oxford University Staff Pension Scheme you will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff. This scheme is financially advantageous both to the employee and the College as the employer.

Meals: Employees are entitled to take lunch free of charge in Hall each day they work when the kitchen is open.

Hours of Working: Full time 40 hours each week. Dependent upon service requirements extra hours may occasionally have to be worked, these are paid at overtime rate.

Annual Leave Entitlement: Annual leave entitlement is 30 days (5 days of which are taken over the Christmas break) plus statutory Bank Holidays. The remainder to be taken at such times as shall be mutually convenient, and agreed in advance with the relevant manager.

Other Information: No smoking is allowed in any part of the College, except the designated smoking area.

Application process

1. Prospective candidates should complete the application form provided on the website and send it to:

The HR Manager
Brasenose College
Radcliffe Square
Oxford
OX1 4AJ

Closing date: 12.00 noon on Thursday 6th December 2012.

It is anticipated that interviews will take place during the week commencing 11 December 2012.

2. This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; to this end, applicants are asked to complete a Recruitment Monitoring Form, which is available on the website. This should be returned with your application, but should be placed in a separate sealed envelope addressed to the Human Resources Manager. The information supplied on the form will play NO part in the selection process, and will NOT be seen by any member of the selection panel.

Data Protection. All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998.

Other Information

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.