



## **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 (SCR) 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 80. 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**

- To serve meals for members of the SCR whether in Hall, the SCR, the Stocker Room or any other location as designated.
- To supervise members of Staff in the SCR and other areas of the college where functions may take place
- To ensure that staff are in attendance at all times during any meal service.
- To ensure that the SCR is kept clean and tidy at all times.
- To assist the Steward at Gaudies and any SCR functions.
- To care for College Plates allocated for use by the SCR.
- To assist with the reception, storage and issue of all drinks of any description.
- To book on various Uniware data when needed for wine and meals.
- To be responsible for ensuring the smooth running of food and wine service at functions in College, along with the Assistant Stewards.
- To be able to work flexible hours when needed, especially in vacation time during the conference period and over Bank Holidays as needed.

- To assist as necessary with the daily consolidation of SCR meal requirements from the daily signing on dining sheets.
- To carry out other duties as required by the Steward and to deputise for him in his absence.

### Person Specification

<b>Knowledge and Experience</b>	<b>Desirable/essential</b>
Previous experience of a similar role	desirable
Knowledge of wines and the serving and storage of them	desirable
Experience of supervising staff	desirable
Ability to communicate well with all types of customer, with good level of spoken English	essential
Previous experience of organizing a team of people	essential
Basic knowledge of word, e mail and an ability to learn the uniware system	essential
Possess a good working knowledge of relevant Health and Safety legislation	essential
<b>Aptitudes</b>	
Ability to work to identified standards	essential
Ability to work alone or as part of a team and offer flexibility	essential
Ability to work weekends	essential
<b>Personal qualities</b>	
Reliable, Trustworthy, capable of using own initiative	essential
To be able to flexible at times of peak business	essential

***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 £22,971 to £27,428 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 Steward  
Brasenose College  
Oxford OX1 4AJ

Closing date 9.00 am on Monday 27 June 2011.

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.

Any enquiries related to these Further Particulars should be directed in the first instance to Alan Bennett, The Steward on 01865 277847.