

JOB DESCRIPTION

Job title:	Quad Assistant
Department:	Accommodation
Location:	Oriel College, Oriel Square, Oxford OX1 4EW
Salary:	£ 24,960.00 (Band 3)
Hours of work:	40 Per Week
Contract type:	Permanent
Reporting to:	Accommodation Manager

Overview of the role:

work as part of a team of three the post holder is responsible for providing a consistent standard of care and upkeep of the College quads. The role will involve working independently but liaising closely with the Housekeeping and Domestic Office Teams.

Responsibilities

- Provide a welcoming and friendly front line service to students, staff and visitors;
- Comply with College Site Rules and legislation relating to: health and safety at work, Personal Protection Equipment, manual handling, working at heights, asbestos awareness, erection and use of ladders and mobile towers, hot working permits
- Maintain safe access to the college and buildings during adverse weather conditions to agreed standards and frequencies
- Assist the College in its emergency procedures (fire marshalling, fire drills and similar)
- To provide the best possible presentation of College grounds to all College members and external customers, e.g. Fellows, College staff, students, conference guests
- Maintaining service delivery by carrying out duties as specified in your work schedule and issued by the AM
- Assisting in moving furniture within College as required by the AM.
- Set up teaching and conference rooms as requested

- Clean and service and other areas, as agreed;

- regularly check teaching rooms' furniture, to include routine stock checking, periodic inventories of furniture and equipment and identifying and reporting more complex faults
- Distributing deliveries from the Lodge

- Attend and assist internal and external contractors on site as required;

- Assist scouts with recycling and waste disposal
- perform any other duties which may be associated with cleaning and upkeep of the college and any other tasks that fall within the scope of this role
- Ensure your actions minimise risks to Health and Safety, by: Reporting promptly to your supervisor any health and safety hazards. Working safely and obeying all College safety rules as set out in the Staff Handbook and ensuring that waste is disposed of correctly.

Selection criteria

Essential:

- A good level of education in a range of subjects including Maths and English
- Good inter-personal skills.
- the ability to work independently and with a good level of personal organisation and accuracy.
- Adaptable and flexible with the ability to deal with new situations as they arise and carry out a wide range of tasks
- Clean, smart appearance

Desirable:

- Clean driving licence to attend off site work/duties.
- Some knowledge of the College working environment with knowledge of Grade I and II listed buildings care

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

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.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Annual pension review meeting
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses
- Free training via LinkedIn Learning

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.