



Receptionist

£29,614 per annum

Fixed-term for 1 year (maternity cover) | 40 hours/week

We are seeking a friendly Receptionist to join our welcoming Lodge team for one year and assist with the varied operations of both College sites.

The successful candidate will provide excellent customer service to members of the College, conference delegates, and all other visitors, and will take a confident and self-motivated approach to ensuring the safety and security of the College's sites at all times.

This role is busy and varied, and the postholder must be comfortable assessing complex situations to make quick, reasoned decisions. They will also possess good computer skills, and will ideally have experience within a hospitality reception environment.

Shift patterns:

- Shifts are on a rota basis and are 8 hours during the week (starting at 7am or 2pm)
- Weekend shifts are 12 hours (starting at 7am)

Essential skills and experience include:

- Customer service experience, preferably gained within hospitality or retail
- Confidence communicating with a wide audience
- A polite, tactful, and resourceful nature
- Spoken English to conversational standard
- Punctual and reliable attendance
- Well-maintained appearance, in compliance with the College's uniform rules

Please see our website for a complete Job Description and Person Specification for this role.

The anticipated starting date for this post is June.

How to apply:

Please send your CV and a brief covering letter (explaining how your skills and experience match the requirements of this vacancy) to hrofficer@keble.ox.ac.uk

Closing date: midnight on Sunday 19th April

The College is an equal opportunities employer