VACANCY

Lodge Receptionist

c £22.2k + bonus
40hrs/wk

Working in our new building, the H B Allen Centre, we are looking for additional team members to join our Reception team.

This role will work principally on our new site welcoming students, academic staff and visitors but may be required to cover occasional reception shifts on our main college site.

The shift rota involves working alternating patterns of early and late day shifts including some weekends and bank holidays (night shifts are covered by a contract team). Early shifts start at 7am and late shifts finish at 10pm (each shift lasts 8 hours).

Applicants will need to be able to demonstrate computer skills and some flexibility with hours of work. You will be tactful, polite and resourceful and must be able to deal with people at all levels as well as ideally already have recent experience in hospitality reception or in a retail background along with having a steady and friendly character. You must have good conversational spoken English.

To view the job description and person specification please see separate document link.
To apply, please email to marie.ruffle@keble.ox.ac.uk a covering letter (max 2 pages) which states how your experience and skills match those which we seek, as well as your CV (max 2 pages).

Closing date: noon on Sunday 17th April 2022

The College is an equal opportunities employer.