We are looking for a new member to join our teams of friendly and efficient receptionists. This responsible and varied position will be interchangeable with colleagues between our two receptions, welcoming students, academic staff and visitors.

This position attracts an ‘any 5 days from 7’ contract. The shift rota involves working alternating patterns of early and late day shifts including some weekends and bank holidays. The early shift starts at 7am and the late shift finishes at 10pm. There are no night shifts as these are covered by security contractors.

Main duties include but are not limited to:
- Operating access control ensuring the security of College buildings
- (During conference and B&B season) Checking guests in and out
- Issuing keys to members, visitors, contractors etc and keeping accurate records of keys issued
- Maintaining accurate written accounts of incidents

Lodge staff are required to undertake and pass a course of instruction in first aid training.

The successful candidates will have:
- Previous experience in hospitality reception industry (e.g. busy hotel/guest-house) however face-to-face customer service in a retail environment will also be considered.
- A warm, welcoming manner and be confident when handling customers both in person and on the telephone.
- Ability to remain calm during difficult situations or in a busy environment.
- IT literacy – familiarity with Microsoft Word and Office (including Outlook) and ideally have experience using booking systems.
- Have a good command of written and spoken English

To apply please email marie.ruffle@keble.ox.ac.uk

Closing date: noon on Monday 16th August 2021

The College is an equal opportunities employer.