



## College Bar Manager

### Further Particulars

#### St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 65 Fellows actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 240 graduate students, 24 Visiting Students and c95 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk).

#### The College Bar

The College Bar is one of the most popular and welcoming social spaces at St Peter's College. It sits at the heart of the JCR community, complementing the Junior Common Room as a space for students to gather, relax, and socialise. which reflects the strong sense of community within St Peter's. The bar is run in partnership with the JCR, ensuring it remains an inclusive, safe and enjoyable space for all.

#### The Role

The Bar Manager reports directly to the Domestic Bursar and is responsible for the safe, compliant, and effective operation of the College Bar. The role includes supervision of student bar staff, ensuring compliance with the Licensing Act 2003, and maintaining a safe environment for customers and staff.

The Bar Manager is responsible for ensuring appropriate supervision, safeguarding awareness, and duty of care for student bar staff, recognising that many may be young and working in a licensed environment for the first time. This includes maintaining a safe and respectful workplace, ensuring staff are appropriately trained and always supervised, managing risks associated with peer-to-peer working, and promptly addressing or escalating any welfare, conduct, or safety concerns in line with College policies.

During vacation periods, the post holder will support conferences, private dinners, and summer school programmes with the catering team, also when needed, providing bar service which may include late-night opening.

## **Key Responsibilities**

### **Licensing and Bar Operations**

- Ensure full compliance with the Licensing Act 2003 and all conditions of the premises licence.
- Hold (or be willing to obtain within 3 months) a Personal Licence. The post-holder may be required to act as DPS in exceptional circumstances.
- The Bar Manager will ensure robust operational controls and supervision appropriate to a student-led workforce
- Oversee the daily running of the College Bar.
- Implement and enforce age verification procedures (Challenge 25).
- Ensure refusals of alcohol are recorded and appropriate logs maintained.
- Take responsibility for responsible alcohol retailing, including refusing service where necessary.
- Manage bar pricing and promotions with the Domestic Bursar.
- Ensure a friendly, professional customer experience.

### **Stock and Cellar Management**

- Order bar stock through approved suppliers.
- Manage and control procurement and check in deliveries.
- Maintain accurate stock control, including weekly updates.
- Handle barrel changes, cellar gases, and cellar maintenance.
- Monitor stock rotation and usage trends.
- Provide regular financial reports on bar operations, including sales and cost of sales.

### **Staffing and Team Leadership**

- Recruit, train, and supervise student casual bar staff. many of whom may be inexperienced.
- Produce weekly staff rosters
- Coach staff and ensure compliance with policies.
- Approve and sign off on time sheets.

### **Compliance and Safety**

- Ensure compliance with Health & Safety, Food Hygiene, GDPR, PCI, and licensing regulations.
- Maintain cleaning records, accident and incident logs.
- Carry out weekly beer line cleaning.

- Report maintenance issues promptly.
- Ensure risk assessments are maintained and followed.

### **Events Support**

- Provide bar service for conferences, private dinners, and College events.
- Ensure adequate staffing and stock for events.
- Liaise with student representatives and College staff.

### **General Duties**

- Attend meetings of the Heads of Department and Health and Safety Committee.
- Comply with College data protection and information security policies.
- Maintain strict confidentiality at all times.
- Undertake job-related training.
- Work as part of a busy team.
- Be flexible and assist colleagues where required.
- Undertake any other tasks appropriate for the role.

### **Person Specification**

#### **Knowledge & Experience (Essential)**

- Strong working knowledge of the Licensing Act 2003 and practical compliance requirements.
- Experience managing or supervising a licensed premises.
- Strong understanding of alcoholic beverages.
- Experience managing or training casual or student staff.
- Excellent customer service skills.
- Strong interpersonal and conflict management skills.
- Supervisory management experience.
- Excellent IT skills (including Microsoft packages).
- Good numeracy and literacy skills.
- Knowledge of health and fire safety, including risk assessments.
- Previous experience of manual handling.
- Ability to work independently and as part of a team.
- Strong organisational skills with the ability to prioritise workloads.
- Understanding of GDPR and data protection.
- Ability to maintain confidentiality.
- Willingness to undertake training.
- Ability to problem-solve within competency.

- Flexible attitude towards working hours and duties.
- Friendly, honest, and reliable.
- Presentable appearance and maintaining standards.
- Personal Licence Holder (or willingness to obtain within 3 months).
- Level 2 Award for Personal Licence Holders (or equivalent).

### **Personal Qualities**

- Calm under pressure.
- Positive, proactive attitude.
- Adaptable and resilient.
- Willingness to work evenings and weekends.

### **Terms and Conditions**

The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of six months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post, the notice period will be two months on either side.

**Salary:** The salary is in the range of £32,000 – £34,000 per annum (depending on experience). Salaries are reviewed annually on 1 August, provided the post-holder has been in post for at least three months before the incremental date.

**Pensions:** The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

**Meals:** A free meal is provided at the college when on duty and the kitchens are open.

**Healthcare:** All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme at their own expense.

**Hours:** This is a permanent full-time role, and the required hours of work will be 40 hours per week spread over an alternating shift pattern, days and evenings, including weekends. Bank holidays are worked if they fall within your rota, for which a day off in lieu will be given.

**Holidays:** The appointee will be entitled to 30 days paid holiday per holiday year fte plus bank holidays each year. Holidays to be taken at times agreed with their line manager, thereby ensuring the continued smooth running of the department.

## How to Apply

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk)

Though not mandatory, we also ask you to complete and return a College recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

**Closing Date:** The closing date for applications will be Monday, 6<sup>th</sup> July 2026, at noon (UK time). Late applications will not be considered.

Interested candidates wishing to discuss the post informally should contact the Domestic Bursar, Kevin Melbourne. [kevin.melbourne@spc.ox.ac.uk](mailto:kevin.melbourne@spc.ox.ac.uk)

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation (“GDPR”), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

**Equality of Opportunity** The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.