



Head of Hospitality

(formerly 'Head Butler')

Department:	Hospitality
Responsible to:	The Manciple
Grade and Salary:	Oxford University Grade 7 (National Spine plus OUW, 29-36 range with annual progression: £39,424 to £47,779 as of 1 August 2025), according to experience and qualifications
Hours of Work:	40 hours per week, with a variable working pattern to include evenings and/or weekends with overtime as necessary.

INTRODUCTION:

Founded in the 1430s and situated in the heart of Oxford, All Souls is distinct amongst Oxford colleges for its focus on academic research. It has about eighty-five Governing Body Fellows, around ten Visiting Fellows at any point in the year, and a substantial number of Emeritus (i.e. retired academic) Fellows actively engaged in research. Its Fellows are actively involved in teaching and supervision of research at Oxford but there are no undergraduate members of the College. It also employs some seventy Administrative and Domestic Staff.

Hospitality and service are central to College life and the College places great value on the benefits of bringing its Fellowship and their guests together in warm and convivial settings. The College hosts a wide range of events including frequent academic conferences and seminars, concerts, private dinners and weddings.

The College is seeking an experienced and forward-thinking Head of Hospitality (*formerly Head Butler*) to lead and develop its hospitality and front-of-house services. This senior role combines high-end hospitality with the effective management of day-to-day operations within an historic academic institution.

The successful candidate will be expected to raise service standards, modernise hospitality policies and procedures, invest in staff development, and build strong, collaborative working relationships with the Kitchen and Events teams, whilst respecting the traditions, values, and distinct academic culture of the College.

THE ROLE

The Head of Hospitality is responsible for the Hospitality Services Department (a team of 12, formally known as the 'Dining Services Department') which provides food and beverage services across the College.

Alongside the Head Chef, Events Manager, Housekeeper and Head Porter, the role reports to the Manciple ('Operations Director'), who in turn reports to the Domestic Bursar, an Official Fellow of the College. Additionally, the Head of Hospitality advises and supports two further Fellows of the College: 'The Steward of the Common Room' and 'The Wine Steward'.

Principal Responsibilities

- Lead and manage hospitality and front-of-house services across the College, including formal dining, the Common Room, 'black-tie' dinners such as the 'Chichele' College feast and guest nights, special events such as the annual Encaenia lunch, academic conferences and seminars, private dinners and weddings, and routine daily lunch and breakfast service.
- Oversee fine dining service, wine provision, and cellar management, including stock control, ordering, storage, and service standards.
- Oversee the care, cleanliness, safe-keeping and security of the College's silver collection.
- Ensure the Fellows' Common Room is managed and serviced to a high standard, supporting the daily life of Fellows and their guests.
- Work closely and collaboratively with the Kitchen and Events teams to plan, coordinate, and deliver seamless dining and event services.
- Set, review, and continuously improve service standards, ensuring excellence and consistency across all areas of hospitality.
- Modernise service processes, procedures, and policies where appropriate, introducing efficient and sustainable ways of working that respect the character and traditions of the College.
- Recruit, train, and develop staff, building skills, professionalism, and confidence across the hospitality team.
- Take responsibility for front-of-house health and safety, with particular emphasis on compliance with food safety and hygiene regulations, working in partnership with kitchen and facilities colleagues.
- Ensure appropriate training, procedures, and records are in place to meet regulatory and College requirements.
- Act as a visible, hands-on leader who balances operational delivery with strategic improvement.
- Work collaboratively with academic and professional colleagues to ensure hospitality services align with the needs and values of a leading research institution.

ABOUT YOU

- A senior hospitality or front-of-house leader with a strong background in fine dining and high-quality service environments.

- Demonstrable experience of raising standards and implementing service improvements or operational change.
- Sound knowledge of wine service and cellar management.
- Good working knowledge of food safety, hygiene, and health and safety requirements relevant to hospitality operations.
- A people-focused manager with a collaborative leadership style and a commitment to training and development.
- The judgement and sensitivity to lead change within a historic and tradition-rich environment.
- Professional, organised, and approachable, with discretion and excellent interpersonal and communication skills.

Experience in a collegiate, heritage, or similarly complex hospitality setting is desirable but not essential.

TERMS AND CONDITIONS

1. Hours

The post is for 40 hours a week based on a rota agreed with the Manciple. The working pattern will include regular evening and/or weekends. Where additional hours are required to be worked, the post-holder will be entitled to take Time Off in Lieu as agreed with the Manciple.

2. Salary

The starting salary will be at Grade 7 (National Spinal Point 29-36 range plus OUW with annual progression subject to satisfactory performance) £39,424 to £47,779 (as of 1 August 2025), according to experience and qualifications. Pay increases are determined by the annual University pay award in August.

3. Pension

The post-holder will be enrolled automatically in the Universities Superannuation Scheme, to which employees contribute using the salary sacrifice scheme under which the College pays the contribution on their behalf as this is more cost-effective in relation to national insurance. See [Joining the scheme | For members | USS](#) for details. It is a qualifying pension scheme, which means it meets or exceeds the Government's standards for pensions.

4. Meals on duty

The post-holder will be entitled to receive free meals when on duty in College and when the College Kitchen is open.

5. Health Insurance

Subject to the satisfactory completion of 6 months' probation, the post-holder (and his/her immediate family if applicable) will be entitled to be enrolled in the College medical insurance scheme, for which the College will pay the premium. (This benefit is taxable.)

6. Holiday

The post-holder will be entitled to the equivalent of 20 days' paid leave per annum in addition to public holidays and College closed periods at Easter and Christmas. If required to work during a bank holidays (commonly the May bank holidays which fall within the full Oxford term), equivalent time off in lieu will be given.

7. Applications

All Souls College will consider applications from any suitably qualified and experienced applicant. Potential applicants are advised to discuss the position with the Domestic Bursar, Steve Evans, (domestic.bursar@all-souls.ox.ac.uk or 01865-279332).

Applicants should submit applications to staff.appointments@all-souls.ox.ac.uk by **midnight on Sunday, 1st February 2026** enclosing:

- a covering letter explaining why they think they would be suitable for the post, including examples of how they have demonstrated the required competencies;
- a copy of their CV to include details of their current salary;
- the names and contact details of two referees (whom we can contact with their consent in case of their being shortlisted, but normally only in the event a candidate is offered the role), who have good knowledge of their work and character; and
- the completed [Equality Monitoring questionnaire](#). (This will play no part in the selection process and will not be seen by those involved in the decision-making process but will enable the College to monitor the success of its [Equality Policy](#) - See website.)

(Note: please see the [Privacy Notice](#) which explains how we use the data and how long we retain it.)

Shortlisted candidates will be invited to All Souls to interview on **Monday, 16th February**.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates, although it should be noted that the post-holder will be required to carry equipment and move between and within buildings which are not equipped with lifts for routine use.