COLLEGE OPERATIONS PORTER

**Fixed-term, full-time (6 months)**
**Monday to Friday (37.5 hours per week, between Midday – 8:00pm)**
**Salary £20,319pa plus pension and benefits (£10.42 per hour)**

An exciting opportunity to join our dynamic and friendly operational team at Trinity Hall on Central Site, Trinity Lane. If you are reliable, efficient, and well-organised, we want to hear from you.

The College Operations Porter will be responsible for preparing conference rooms, to include the setting up and checking of AV equipment, cleaning public areas (including floor maintenance), checking deliveries, moving furniture. The successful candidate will be passionate and committed to delivering a high level of service to our College Members as well as external clients.

The postholder will be required to offer a degree of flexibility, as you may occasionally be required to work on one of our other city centre sites assisting your work colleagues during busy conference periods. Some additional hours, including occasional weekend working will be required, particularly in the busy summer conference season.

Experience of hospitality work is desirable, but training can be given. The successful candidate should relate well to young people and previous experience of working in a college environment would be an advantage. Good previous work references are essential.

Further details about this position can be found here [College Operations Porter - Job Description and Person Specification](#).

**How to apply**

Applications should be sent by email to [jobs@trinhall.cam.ac.uk](mailto:jobs@trinhall.cam.ac.uk) or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ, including the following:

- Please submit your Curriculum Vitae
- Explain in a covering letter your interest in the position and how your skills and experience fit the person specification
- Closing date for applications is **12noon on Sunday 5th June 2022**
- Interviews anticipated to be held w/c 13th June 2022

Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.
Enquiries to jobs@trinhall.cam.ac.uk or tel. 01223 764660.

**Employees’ benefits**

- 25 days plus bank holidays annual entitlement
- Extra day’s holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme
- Meal on duty if available (daily allowance)
- Uniform
- Training and development opportunities
- Medicash health plan (after 3 months of employment)
- Annual bonus scheme (varies and subject to end of year financial results)
- Recruitment incentive (1.5% of the starting salary of your referral)
- Social activities (e.g., end of year celebrations, garden parties, away days, etc.)
- Long Service Awards (gifts from 10 to 40 years of service)

*Trinity Hall actively supports equality, diversity and inclusion and encourages applications from all sections of society*