RELIEF PORTER

Casual position, flexible hours
Hourly rate - £11.05 (standard rate) and £12.50 (night duty and bank holidays)

Trinity Hall is seeking to appoint two Relief Porters to join our friendly and welcoming team in the Porters’ Lodge and working across the three College sites.

Although set hours cannot be guaranteed each month it would suit those in a position to be able to cover shifts as and when the College needed them, in particular night shifts. Some requests to work (particularly to cover sickness absences) may be at short notice. In the case of covering holidays, plenty of notice will be given.

Duties will include:
- Being the main point of contact with all College visitors, students, staff and Fellows
- Maintaining a courteous relationship with the public and exercising discretion over access to the College
- Providing assistance to disabled and less mobile students, guests and visitors
- Undertaking night shift work on a night shift system which includes weekends and Bank Holidays at short notice when directed and to cover sickness absences
- Carrying out security and fire precautions
- Handling emergency situations as required

Job particulars:
- Offer a degree of flexibility
- Experience of public and customer service is essential
- Good previous work references are essential
- Further details about this position can be found here

How to apply
Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ, including the following:
  - Please complete application form here
  - Closing date for applications is 12noon on Friday 15th July 2022
  - Interviews anticipated to be held w/c 18th July 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.

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