SHIFT PORTERS x 2 POSTS

Permanent, full-time
Including evenings and weekends (13-week cycle)
Salary £24,871 per annum plus pension and benefits

A unique opportunity to join our professional, friendly and welcoming team in the Porters’ Lodge at Trinity Hall.

Based across three College sites you will be required to carry out a wide range of security, safety, administrative and front of house services over a 24-hour shift cycle.

You will need to be a conscientious and reliable team member able to relate well to Fellows, students, staff and visitors to the College.

Job particulars:
- Varied and wide range of duties and responsibilities, no days are the same!
- Shift pattern comprising early, late and night duties,
- Additional shifts may be available or required
- Experience of customer and/or public 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 submit your Application Form
  - Explain your interest in the position and how your skills and experience fit the person specification
  - Closing date for applications is 12noon on Friday 12th October 2022
  - Interviews anticipated to be held w/c 17th October 2022

Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.

Employees’ benefits
- 25 days plus bank holidays annual entitlement (pro-rata for part-time roles)
- Extra day’s holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme
- 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)
**Equal opportunities**
Trinity Hall actively supports **Equality, Diversity and Inclusion in the workplace** and encourages applications from all sections of society. Please help us with this by completing this voluntary monitoring **form**. You can return it with your application, or we can post you a **form on request**. Please return it to HR.

Enquiries to **jobs@trinhall.cam.ac.uk** or tel. 01223 764660