Permanent, full-time

Including evenings and weekends (13-week cycle)

Salary £26,396 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 28th October 2022
− Interviews anticipated to be held w/c 31st 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.)
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