



TRINITY HALL
CAMBRIDGE

SHIFT PORTER

Permanent position | Full-Time

37.5 hours per week (13-week cycle) including evenings and weekends

Salary £26,396 per annum plus pension and benefits

Join our professional, welcoming and friendly team 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 are conscientious, reliable, and 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

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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 **Curriculum Vitae** or [Application Form](#)
- Explain in a covering letter or email your interest in the position and how your skills and experience fit the person specification
- Closing date for applications is **12noon on Friday 17 February 2023**
- Interviews to be arranged with candidates directly

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 position)
- Extra day's holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme



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- Meal on duty if available (daily allowance)
- Uniform
- Training and development opportunities
- Mediacash 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