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 7 July 2023
- Interviews to be arranged with candidates directly

Interviews may proceed before closing date should applicant prove to fulfil job criteria.

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
– 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)

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