FIRE SAFETY PORTER

Permanent position | Full-Time
37.5 hours per week | Monday-Friday | Between 08:30 – 17:00
Salary £27,181 per annum plus pension and benefits

Join our professional, welcoming and friendly team at Trinity Hall.

You are conscientious, reliable, and able to relate well to Fellows, students, staff and visitors to the College.

Based at our Wychfield site on Storey's Way, you will be required to undertake work at other associated sites.

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Duties
- Undertaking and maintaining Fire Risk Assessments
- Carry out general maintenance and checks of fire safety equipment
- Conduct regular fire checks (e.g. fire alarm, emergency light testing)
- Perform security patrolling tasks on day to day basis

Experience of writing risk assessments is essential as you will be required to undertake and maintain Fire Risk Assessments for all Trinity Hall properties.

Good previous work references are essential.

For an informal chat about the position please call the Head Porter on 01223 332504.

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 November 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](mailto:jobs@trinhall.cam.ac.uk) or tel. 01223 764660