



JOB DESCRIPTION

Job Title:	Relief Porter
Responsible To:	Deputy Head Porter and Head Porter
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	£14.14 per hour
Hours:	Flexible hours to include weekends and night shifts
Holidays:	33 days annual leave (including public holidays) pro rata
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

To join the team staffing the Porter's Lodge across 24 hours, dealing with all security, emergency and any other issues relating to College Fellows, staff, students and visitors.

Key Responsibilities

- Staffing the Main Porters' Lodge providing a front of house/reception service.
- Maintaining the Incident Book and advising the Head Porter of any serious incidents.
- Providing an effective response to fire alarm activation.
- Issuing and receiving keys and maintaining the appropriate records relating to keys.
- Monitoring the security of the College grounds by use of CCTV and frequent, irregular patrols.
- Controlling access to the College by visitors and guests.
- Administration of the arrival and departure of conference delegates and Bed and Breakfast guests
- Provision of information and assistance to Fellows and students, staff and visitors to the College.

- Ensuring orderly behaviour, including supervising student dances, discos and parties on College premises.
- Assisting the Buttery staff at closing time and ensuring that the Buttery is secure.
- Providing First Aid cover.
- Liaising with emergency services as required.
- Operating the central telephone enquiry point.
- Hoist and lower College Flag as required on specified occasions.
- Locking function rooms and securing gates and doors as required.
- Ensuring that student members follow College rules

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> 5 passes at GCSE (Grade C or above to include English and Maths) or equivalent 	
Experience	<ul style="list-style-type: none"> Previous experience in a similar field (security, managing the public, information and assistance for example) 	<ul style="list-style-type: none"> Previous supervisory experience in a service delivery/customer related environment Experience of working in an educational/campus context
Skills/knowledge and training	<ul style="list-style-type: none"> IT competent; ability to use Microsoft programmes Reliable, conscientious, professional approach Well organised, methodical and thorough Ability to prioritise effectively Ability to work independently, in a pro-active way as well as work well as part of a team Ability to cope well with a varied workload Observant, and ability to make reports and follow up issues 	
Personal attributes	<ul style="list-style-type: none"> Cheerful, positive disposition Flexible approach 	