



Selwyn College Cambridge

## **Porter**

### **Job Description**

Job title:	Porter
Department:	Porters' Lodge
Reports to:	Deputy Head Porter
Contract:	Permanent, subject to six-months' probation

### **Purpose of the role**

Working as a team, Porters are responsible for the smooth and efficient running of the Porters' Lodge. This includes welcoming visitors and dealing with all enquiries efficiently, taking responsibility for the safety and security of College premises, and as Fire Wardens, responding to fire alarms and other emergencies.

### **Key duties and responsibilities**

#### **Safety and Security of College Students, Staff, Guests and Visitors:**

- Locking/unlocking College buildings.
- Regular patrols of College grounds, car parks, and student accommodation.
- Responding to fire alarms and other emergencies.
- Monitoring the College's CCTV surveillance cameras.
- Issuing of and accounting for College keys.
- Weekly inspections of fire extinguishers.
- To undertake 'First Aid at Work' training to become and remain a qualified College First Aider.
- Recording incidents.
- Ensuring the orderly behaviour of students within the College premises.
- Monitoring dances, discos and parties on College premises.
- To participate in fire drills.
- Registration of student bicycles.
- To be an ambassador for the College at all times.

## Reception Duties

- Handling enquiries from Visitors, Conference Guests, Students, Fellows and members of Staff in person, by telephone and e-mail.
- Sorting and distributing in-coming and out-going mail, including distributing parcels and handling Special Delivery mail.
- Registering the arrival and departure of Students and Conference Guests using a computerised booking system (full training will be given).
- Liaising with the Head Housekeeper, Conference & Catering staff, Development Office staff and the Accommodation Officer regarding the timely exchange of rooms' information.
- Handling Guest and Function room bookings.
- Sale of College memorabilia, postcards and stamps.

This is not an exhaustive list, and other duties may be delegated by the Head Porter or her Deputy.

These duties may change from time to time due to the needs of the College. The post holder will be notified in advance of any significant changes.

## Where you fit in the structure:

