



Selwyn College Cambridge

Night Porter – Terms & Conditions of Employment

Contract type: Permanent, part-time.

Hours of work: 8 hour shifts, worked from 9.00pm – 5.00am, on a roster of 4 nights on, followed by 8 nights off.

This represents a total of 976 hours worked per year, for an average of 18.75 hours per week per year.

Flexibility will be required to work additional hours from time to time to cover for sickness absence.

There will also be the option of working additional shifts, or part-shifts to provide occasional cover for day shifts, for which overtime would be paid.

Salary: £16,106 per annum. This comprises:

- Base salary of £13,421, pro rata to the full-time equivalent of £26,813 per annum.
- 20% night work enhancement of £2,685 per annum

Probationary period: The post is subject to a probationary period of six months.

Benefits:

- Develop your skills through mentoring and opportunities for professional development
- Annual leave of 16 x 8 hour shifts per year, equivalent to 25 days' annual leave per year (pro rata), plus an allowance for public holidays
- Generous occupational pension scheme
- Contractual Sick Pay *
- Free healthcare benefit plan *
- Free meal on duty
- On-site parking
- Free use of the College Gym
- Pleasant surroundings and a friendly working environment

* Available upon successful completion of probationary period.

Pre-employment checks: Any offer of employment will be conditional upon receipt of two satisfactory references, a medical disclosure, a Basic check with the Disclosure and Barring Service and evidence of right to work in the UK.

Training: The successful applicant will be required to undertake all training deemed essential for the role.

Application procedure: If you wish to apply for this post please send your completed application form to: recruitment@sel.cam.ac.uk

Alternatively application forms may be posted to the HR Office, Selwyn College, Cambridge CB3 9DQ