



Selwyn College Cambridge

Porter

Terms and Conditions of Employment

Contract Type: Full-time, permanent (subject to completion of probationary period)

Hours of Work: 13 x 12.5 hour shifts in every 30-day period. Current shift hours are:

Day 7.30 am – 8.00 pm

Mid 8.30 am – 9.00 pm
(This can vary occasionally according to events in College.)

Night 8.00 pm – 8.30 am

Shifts are typically worked on a pattern of three days on, followed by four days' rest. However, this may vary depending on the prevailing roster.

Note: Shifts will include weekends, day shifts, night shifts and bank holidays, according to the prevailing roster, which may be amended from time to time. You may be required to work over the Christmas and New Year holiday according to the prevailing roster. The Porters' Lodge is staffed 24 hours a day, 365 days per year.

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

Salary: £27,792 per annum. An additional enhancement of 20% is paid for all hours worked during a night shift.

Probationary Period: The post is subject to a six-month probationary period.

Benefits:

- Annual leave is calculated in hours, based on an annual entitlement of 25 days per annum, plus an allowance for public holidays. Selwyn's holiday period runs from 1 January to 31 December.
- Occupational Pension Scheme
- College Sick Pay *
- Free healthcare benefit plan *
- Free meals on duty
- Free on-site parking
- Free use of the College Gym
- Uniform provided
- Training opportunities for personal and professional development
- Pleasant surroundings and a friendly working environment

* Available upon successful completion of probationary period.

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

Application Process: To apply for this vacancy, please send a completed application form via email to recruitment@sel.cam.ac.uk by noon on Friday 4th April 2025.

Please note this is being run as a rolling recruitment process. We will be assessing applications, shortlisting and offering interviews as the applications are received. The vacancy will close once a candidate has been appointed, so we strongly encourage early applications.

Interview date: To be determined

Notes

- i) The successful applicant will be subject to a Basic DBS check before the appointment is confirmed.
- ii) The appointment will be conditional upon receipt of two satisfactory references and evidence of right to work in the UK.
- iii) The successful candidate will be required to complete a health declaration, and if necessary be will be referred to an occupational health provider for a confidential fitness to work assessment.
- iv) Selwyn College is home to students of all backgrounds from the UK and across the world. We are proud of our diversity. We are keen to receive applications from people who may be under-represented in our community.
- v) General Data Protection Regulation: All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in in compliance with the terms of the General Data Protection Regulation. For details of how the College uses your personal data and of your rights in relation to the data we hold, please see: <http://www.sel.cam.ac.uk/finances-and-governance/>