



Selwyn College Cambridge

Relief Porter

Terms & Conditions of Employment

Contract Type: Casual

Hours of Work: Flexible, varied shifts, as and when required.

Current shift patterns are:

Day	07.30 – 20.00
Mid	08.30 – 21.00
	This can vary occasionally according to events in College.
Night	19.30 – 08.00
Short Night	21.00 – 05.00/06.00

Note: Relief Porters are asked to work a variety of shifts and part-shifts to provide support for the Duty Porter during peak times, and to provide cover for sickness absence/annual leave. Flexibility will be required to work a variety of shifts or part-shifts.

Casual workers, by their nature, do not work regular hours. The services Relief Porters will provide to the College will be on an ad hoc basis. This means that, while the College will try to give Relief Porter as much notice as possible when offering work, there is no obligation for the College to provide work, nor for any Relief Porter to accept any work that is offered.

Salary: £13.64 per hour. An additional enhancement of 20% is paid for all hours worked during a night shift.

Benefits:

- 5.6 weeks (pro rata to the number of hours worked) paid holiday in each holiday year, inclusive of an allowance for public holidays.
- Free meals on duty
- On-site parking
- Pleasant surroundings and working environment
- Free use of the College gym
- Full training will be provided

Pre-employment checks: The successful applicant will be subject to a basic DBS check, required to prove their eligibility to work in the UK, provide two satisfactory references, complete a health declaration and night work health declaration.

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

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.