Job Title: Night Porter

Responsible To: Head Porter via the Deputy Head Porter

Place of Work: Christ’s College, Cambridge and all property owned by the College in and around Cambridge

Salary Range: Spine Point 28 on the University’s Single Salary Spine Chart

Hours: Permanent, part time hours, dedicated night shifts of 11 hours duration.

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 staff the Porters’ Lodge during the night dealing with all security, emergency and any other issues relating to College Fellows, Staff, Students and visitors during night time hours.

Key Responsibilities

• Staffing the 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

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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>• 5 passes at GCSE (Grade C or above to include English and Maths) or equivalent</td>
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<td><strong>Experience</strong></td>
<td>• Previous experience in a similar field (security, managing the public, information and assistance for example)</td>
<td>• Experience of working in an educational/campus context</td>
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| **Skills/Knowledge/Training** | • 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 proactive 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**       | • Cheerful, positive disposition  
• Flexible approach                                                                                                                                   |                                                                            |