



Casual Lodge Porter

Fitzwilliam College is an open, friendly and diverse academic community committed to developing the talents of all its students, the support of young academics and the training and professional development of its staff. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates and 350 full- and part-time graduate students, 55 Fellows and more than 100 staff.

College Porters fulfil a vital role in the running of a College and often provide a lasting impression on the lives of students. The role is a varied one, presenting unique challenges and opportunities to make a positive impression on all who visit, work or study at Fitzwilliam College.

We are seeking a Casual Porter to assist in covering the Porters' Lodge from time to time. Hours will be on an as-and-when-required basis, and will provide cover for annual leave, sickness absence and additional support where required. The Lodge operates 24/7 over 365 days a year and therefore flexibility will be required, including night and weekend working.

Responsibilities will include providing an efficient and friendly reception service at the Porters' Lodge for College members and guests, the collection and delivery of mail to various College locations, operating the telephone exchange and relaying messages via the telephone or pigeonholes, and other duties as required.

Applications are welcomed from candidates who are committed to providing first-class customer service and who have a genuine interest in working in the College environment. Excellent communication and interpersonal skills are a prerequisite, together with a team orientated, flexible approach.

The rate of pay is £8.21 per hour for daytime working, plus pro rata holiday pay.

For informal enquiries, please contact Stuart Douglas, Head Porter: head.porter@fitz.cam.ac.uk, or telephone 01223 332038.

An application form is available from the website at www.fitz.cam.ac.uk/vacancies or from Sarah Rowland Jones, HR Officer, e-mail hr@fitz.cam.ac.uk or telephone 01223 761050.

Applications should reach Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Cambridge CB3 ODG or e-mail hr@fitz.cam.ac.uk by Monday 30 September 2019. Applicants should provide a covering letter and a completed application form.