

ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Post Porter

Candidate information pack
January 2024

An overview of St John's College, Cambridge

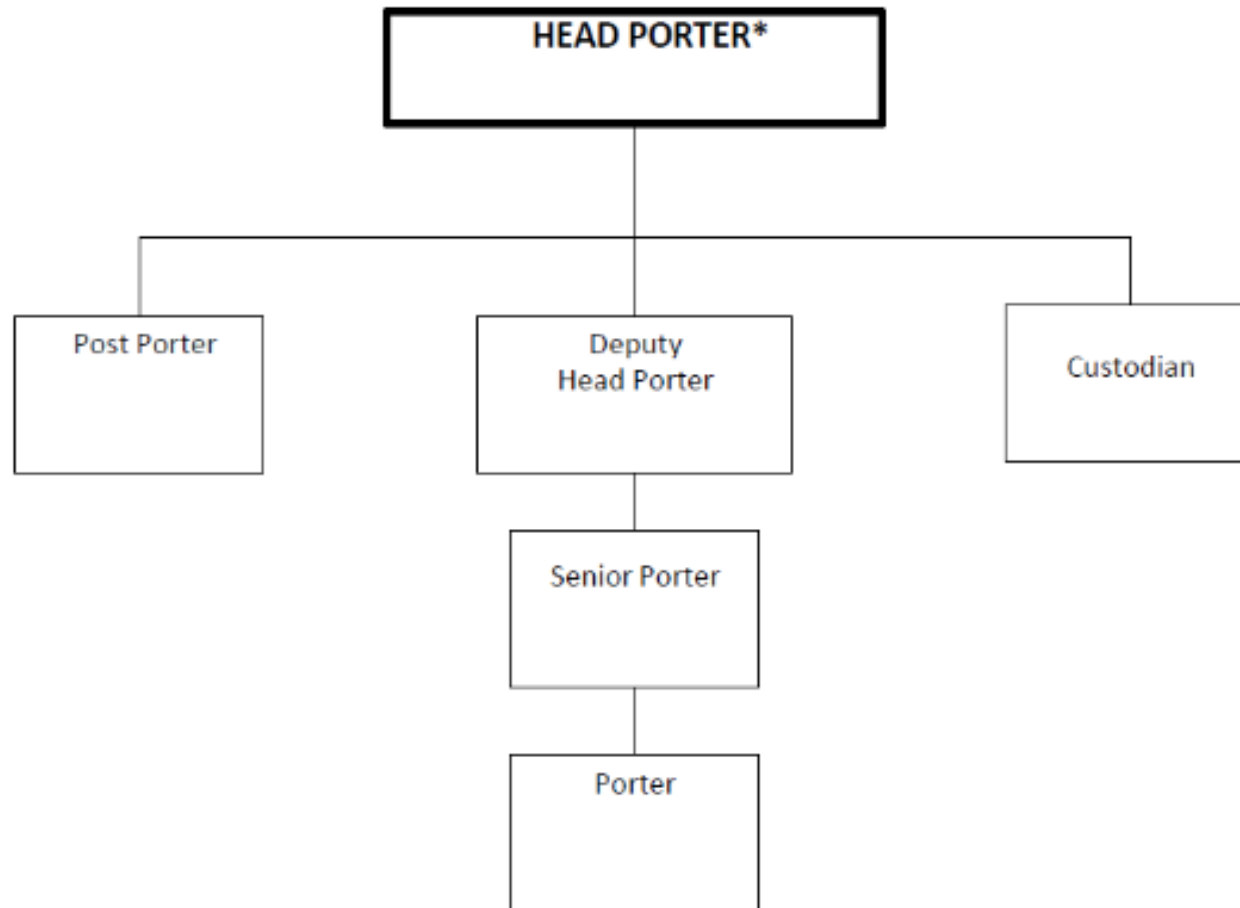
An inspiring place in which to work

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John's is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.



Porters Department Organisation Chart



Job Description

Principal Responsibilities

To provide an effective, efficient, secure and timely postal service for the College.

To manage all incoming and out-going mail to ensure the speedy onward transmission of that mail to the addressee. The post holder will:

- Receive all incoming mail from the Royal Mail, University Messenger Service, parcel delivery companies and couriers.
- Maintain an accurate record of College members wishing their mail to be redirected and to forward that mail as requested.
- Investigate and resolve issues involving the incorrect or inadequate addressing of mail to ensure these items are delivered to the person for whom they were intended.
- Safeguard all registered and recorded items by ensuring they are kept in a recognised place of safe keeping pending their collection by the addressee.
- Ensure members of the college are notified of any mail or parcels that have been kept for safe keeping in the Main and Forecourt Lodges.
- Deliver parcels and mail received at the Great Gate Lodge to the Forecourt Lodge and other locations.
- Provide a portering reception service for the Great Gate Lodge. This involves supporting the porters and custodians when they are on duty and also providing cover during those periods when the porters and custodians are not present. This service includes the provision of security and the management of visitor entry into the College.
- Manage the College's external out-going mail service by ensuring the timely collection from all departments and members those items of mail required for external posting.
- Ensure that all out-going mail is franked correctly and within timescales linked to external collection schedules.
- Operate and have responsibility for the maintenance of the College's franking machine to ensure it is functioning correctly and efficiently.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Head Porter from time to time.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • Stable and checkable work background. • Proven record of reliability and punctuality. 	
Skills, Abilities and Competencies:	<ul style="list-style-type: none"> • Reasonable level of literacy and numeracy. • The ability to be able to work in a security related environment, whilst remaining sympathetic to the privacy of the members of the College. • Be able to respond to the authority of the Senior Porter on duty whilst working, and at times to work with minimum supervision and use own initiative. • Good communication skills. 	

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £25,339.59 - £26,753.18 p.a. (depending on experience) pro rata
Hours of work:	38.75 hours per week.
Location:	The role is based St John's College in Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 28 working days (plus Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Any offer to a successful candidate will be conditional upon a satisfactory DBS check.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full *c.v.*

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Monday 5 February 2024**. Interviews are expected to take place week commencing 12 February 2024.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE