



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
Porter**

Requirement

St John's College is seeking to appoint a Porter on a permanent contract to join the Portering Department.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

College Aims: St John's College's statutory aims are the promotion of education, religion, learning and research.

Department Aims:

- Staff the Porters Lodges in order to provide a welcoming reception service to members of the college and to visitors.
- Through regular patrols ensure the safety of those living, working in and visiting the college.
- Respond to emergencies and ensure the security of college buildings and grounds.

Job title: Porter

Department: Portering Department

Responsible to: Head Porter

Job Purpose: To assist the Head Porter in the day to day running of the Portering Department by providing a welcoming reception service which also ensures the safety of those living, working in and visiting the college.

Further information on the College can be found on the College website www.joh.cam.ac.uk

The key responsibilities and duties are set out below:

Principal Responsibilities

1. Reception (Lodges)

In order to provide a welcoming and efficient reception service for college members, guests and visitors, the post-holder will:

- Issue/collect keys ensure their accountability and collect payment as required.
- Respond to queries from college members, guests and visitors.
- Take and relay messages both in person and via telephone or email.
- Oversee punt hire, squash court hire and sports equipment loan.
- Oversee all vehicular access and parking allocation for persons working or visiting the college.

- Respond to all telephone enquiries to the college and direct calls to the relevant departments/person as necessary.
- Support the conference and catering department with the management of conference delegates and other guests to the college by issuing room keys. Problem-solve any associated issues which arise out of office hours.

2. Security

In order to ensure the security of college members, guests and visitors as well as college buildings and grounds the post-holder will:

- Patrol college buildings, grounds and external properties.
- Open and secure key access points in accordance with the relevant schedule.
- Safeguard keys and maintain records in relation to their issue/receipt to authorised persons.
- Monitor car parks on the main college site, external college properties and grounds by foot patrol and the use of CCTV systems.

3. Safety

In order to ensure the safety of college members, guests and visitors the post-holder will:

- Monitor and respond to fire, intruder and access alarm systems.
- Check fire-fighting equipment and fire alarms.
- Assist with fire drills as required.
- Respond to emergencies, assist with evacuations and administer first aid as necessary.
- Monitor junior members' behaviour, reporting breaches of codes in accordance with the college's statutes.
- Complete incident reports and injury reports as required and maintain diaries, term registers, lodge diaries etc.

4. Internal post

In order to provide and maintain an efficient internal postal service for the college, the post-holder will:

- Receive mail from various external and internal sources.
- Distribute mail.

The above list includes the principle accountabilities of the role but is not exhaustive. Other duties may be specified by the Head Porter or Senior Porter from time to time.

Person specification

At St. John's College we look for and value people who understand the needs of the college and put those needs first when they are at work. Because of this we believe that the attitude our staff bring to work and the way they choose to behave is as important as their skills or experience.

Qualifications, Knowledge and Experience:

- Previous experience of working in a customer-related environment.
- Computer literate.
- Hold a full driving licence to enable them to drive the college van.
- Hold a First Aid certificate or be willing to undertake a course to obtain a certificate.

Skills, Abilities and Competencies:

- Excellent customer service and communication skills.
- A good 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 use their own initiative to solve problems based on the available evidence.
- Work at times with the minimum of supervision.
- The ability to make and implement sound decisions within established procedures.
- To use their initiative to take charge in an emergency.
- The ability to get on well with a wide variety of people who have many different needs.
- To project a professional, friendly and calm image whatever the circumstances.

Terms and Conditions

Length of post: This is a permanent post

Salary: Between £20,984.48 - £23,389.75 per annum pro rata (depending on experience) plus benefits

Hours of work: 37.5 hours per week – worked over a 7-day rota. Shift pattern will be early and evening shifts with no night working

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 32 working days (inclusive of Bank Holidays)

Other benefits include:

- Free meals in the College's Buttery Dining Room whilst on duty (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
- Group Life Policy

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 would be one month on either side.

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

Recruitment Process

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children and therefore the recruitment process for this post follows the specific safe recruitment process which is set out in Annex A and which applicants must read and comply with.

Please include in your application:

- A **covering letter** explaining why you believe yourself to be suitable for the role and why the role appeals to you
- A completed **application form**
- A **full CV**

Applications should be sent:

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

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

to arrive no later than **9.00 am on Monday 25 February 2019.**

We will contact you if you are selected to attend an interview. For those not selected may we take this opportunity to thank you for your interest in this post.

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.

Annex A

Applications under Safe Recruitment Process Explanatory Note

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children which requires certain roles within the College to be recruited to in accordance with a specific safe recruitment process. The post you have applied for falls into this category.

Application Form

Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The post you have applied for will involve some degree of responsibility for safeguarding the welfare of vulnerable adults, young adults and children. The extent of that responsibility will vary according to the nature of the position held. Please see the job description for the post.

Accordingly the post you are applying for is exempt from the *Rehabilitation of Offenders Act 1974* and therefore all *convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared.*

The successful applicant will be required to complete an Enhanced Disclosure & Barring Service check.

We will seek references on the successful candidate, including references from previous employers, for information to verify particular experience or qualifications prior to confirmation into the appointment.

If you are currently working with vulnerable adults, young adults or children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to vulnerable adults, young adults or children (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with vulnerable adults, young adults or children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with vulnerable adults, young adults or children, your current employer will still be asked about your suitability to work with vulnerable adults, young adults and children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with vulnerable adults, young adults or children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with vulnerable adults, young adults and children.

All candidates invited to interview must bring original documents proving their eligibility to work in the UK. A list of documents that provide this evidence will be provided with the invitation to interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references
- verification of eligibility to work in the UK
- verification of identity (ie a full birth certificate)
- verification of qualifications and career history confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body
- verification of professional status (where appropriate)
- a utility bill or financial statement showing the candidate's current name and address (less than three months old)
- where appropriate any documentation evidencing a change of name
- a current driving licence (including both photocard and paper counterpart where one is issued) - if relevant to the role applied for
- a check of the Children's Barred List held by the Independent Safeguarding Authority
- a satisfactory Enhanced DBS check
- where the successful candidate has worked or been resident overseas , such checks and confirmations as the College may require in accordance with statutory guidance

Please note that originals of any documentation referred to above are necessary. Photocopies or certified copies are not sufficient.

WARNING

Where a candidate is:

- found to be on the Children's Barred List, or the DBS check shows s/he has been disqualified from working with vulnerable adults, young adults or children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Disclosure and Barring Service.