Further particulars relating to the post of Gate Porter

The College
Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairperson of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

The Post
The Gate Porter is a diverse role primarily responsible for the security of the College and the health and welfare of all members and guests. The shift pattern for this full-time post is 24 hours a day, 7 days a week, working an average of 40 hours per week.

Person Profile
The role requires someone with a flexible approach who is professional and courteous at all times and is motivated and able to work within a team or on their own.

Education & qualifications
The successful candidate should have GCSE (or equivalent) English and Maths. A full driving licence would be advantageous.

Specialist knowledge & skills
The successful candidate will possess excellent customer service skills along with good IT skills and good attention to detail.

Interpersonal & communication skills
The successful candidate will possess a helpful manner and have excellent communication skills along with the ability to deal effectively with a wide range of people..

Relevant Experience
Although not essential the successful candidate will have gained a variety of experience from a range of customer facing roles.

The Rewards
The College Terms and Conditions of Employment provide for:

- A final salary contributory pension scheme
- 25 days annual holiday, in addition to the 8 statutory and public holidays in a full holiday year
- A meal is available at lunch time at College expense
- A scheme for payment whilst staff are incapacitated due to ill health is operated
- Travel to work loan scheme is available
- Use of the College Gym
- Life insurance cover

The salary range is from £20,880 to £23,469 per annum plus a 10% unsociable hours allowance payable monthly.

**Application process**

Applications should be via completion of the enclosed application form and sent to the address below with a handwritten covering letter. The closing date for receipt of completed applications is 5pm on 27th January 2020.

The post is available immediately and the successful candidate will be expected to start as soon as possible.

Applications should be addressed for the attention of HR Department, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP and marked “Strictly Private and Confidential”.