Sidney Sussex College
University of Cambridge

Head Porter

Permanent, Full Time Post
£31,865 - £38,017 pa

Sidney Sussex College, Cambridge University, is seeking to appoint a Head Porter to take responsibility for the management of the Porters’ Lodge. This post reports directly to the Domestic Bursar, to ensure an effective and efficient service to Fellows, students, staff, visitors and members of the general public. The role of Head Porter includes responsibility for health and safety, fire safety, security and welfare.

This is a full time, permanent post, involving 40 hours per week. The salary is based on points 40 - 46 of the University’s single salary spine, currently equating to £31,865-£38,017 per annum. Incremental salary progression up the range is discretionary.

Benefits include an annual leave entitlement of 25 days holiday plus 8 bank holidays; an excellent contributory pension scheme provided by the Universities Superannuation Scheme (USS), free College meals when on duty, College uniform and subsidised membership of the College’s gym facilities.

This post would suit a pro-active, hands-on person with a thorough knowledge of health and safety, and fire safety. Excellent communications skills and the ability to lead a small team are essential to the role, along with a professional and collaborative work ethic. Experience of working in hospitality or a customer service role would be welcomed.

A job description, person specification and application form are available on the College website at https://www.sid.cam.ac.uk/about-sidney/vacancies. In order to apply, please complete and submit an application form with a covering letter outlining your suitability to jobs@sid.cam.ac.uk by the closing date below. Alternatively applications can by posted to HR Department at Sidney Sussex College, Cambridge CB2 3HU.

The closing date of application is Monday 31 May 2021 with interviews expected to take place on Thursday 10 June 2021. Any offer of appointment is subject to: the receipt of two satisfactory references; verification of identity and qualifications; and, eligibility to work in the UK.

Sidney Sussex College is an equal opportunities employer and is committed to equality of opportunity and supports and encourages under-represented groups and values diversity for Women, Black and Minority Ethnic, Disabled and Lesbian, Gay, Bisexual and Transgender applicants.