VACANCY: DEPUTY HEAD PORTER

Wolfson College is one of the 31 colleges of the University of Cambridge. It is a dynamic educational institution that admits mature undergraduates (aged 21 or above) and postgraduates from all over the world. Founded by the University in 1965 as University College, the College became Wolfson College in 1973 following a benefaction from the Wolfson Foundation. Wolfson takes pride in its reputation as an egalitarian and cosmopolitan community: over 90 nationalities are represented within the current student body and over 150 nationalities among our alumni worldwide. The College is one of the larger colleges in Cambridge, with 180 undergraduates, 440 full-time postgraduates, 260 part-time postgraduates, 110 Fellows and 100 non-academic staff.

Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at https://www.wolfson.cam.ac.uk/about-wolfson/vacancies), with a covering letter and CV setting out your interest and suitability for this post to arrive by 5pm on Tuesday, 1 August 2023 to:

HR Manager (ref. Deputy Head Porter)
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

Shortlisted candidates will be invited to College for an informal visit prior to formal interviews which will take in the week beginning 8 August 2023.

Wolfson College values diversity and is committed to equality of opportunity. Applications are welcome from everyone irrespective of age, disability, gender, gender reassignment, pregnancy, maternity/paternity, marital status or civil partnership, race, national original, sexual orientation or any other protected characteristic.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please see https://www.wolfson.cam.ac.uk/about/governance/data-protection/data-protection-statement-job-applicants for further information about how we process your personal data.

TERMS AND CONDITIONS

Salary: The salary for this post is £35,997

Benefits:
- Membership of the NOW pension scheme (www.nowpensions.com), with employer contributions of up to 13%.
- Death-in-service benefit of two times salary.
- Generous Sick and parental pay scheme
- Membership of a healthcare cash plan.
- Meal on duty when the College kitchens are open
- Uniform
- Free parking.
- Use of the College Gym and Library.

July 2023
**Hours:** 37.5 hours per week, working Monday to Friday, early shift one week and late shift the next, alternating with the other Deputy Head Porter. Additional hours may be required, consistent with the supervisory responsibilities of this role, for which time off in lieu may be taken. The Deputy Head Porter will share the on-call responsibilities of at least one week in three. The Deputy Head Porter will be expected to cover the on-call responsibilities of the other senior roles during absences. On-call duties are reflected in the salary.

**Holidays:** 25 days’ holiday per year plus public holidays. Holidays need to be scheduled carefully in advance with the Head Porter, in particular around public holidays, when attendance will sometimes be required.

**Probation:** 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 two months on either side.