



MAGDALENE COLLEGE  
CAMBRIDGE



**Relief College Night Porter**

**Candidate Information Pack**

**September 2025**

## About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at [www.magd.cam.ac.uk](http://www.magd.cam.ac.uk).

## College Facilities for Staff

### Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £6.24 per day which equates to over £1400 per year for those working in College 5 days a week.

## Department Information

### Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

### Physical Requirements

Which statement best describes the physical demands of the role?

Requires normal physical effort associated with an office environment (or equivalent).

### Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses normal office equipment and/or standard tools.

The main Porters' Lodge is based in Magdalene Street and is staffed 24 hours per day, 365 days a year. The Porters' Lodge is the reception point for visitors and it is essential that our porters are polite, helpful and welcoming to all who need assistance. This can include external visitors, students in need of support as well as staff and fellows. The Porters Lodge is an important part of College life and it is essential that Porters support students during their studies as well as the wider College Community

# Role Summary

To assist the Head Porter in ensuring the provision of effective and efficient reception and support to students, staff, fellows and visitors. This is a varied role that touches all elements of college life. Porters are also responsible for providing a mail delivery service for the College and responding to any emergency situation such as fire alarm or security issue within the college and its associated buildings. This post is a casual Relief Porter to work covering the absence of other Porters. Shifts offered will mainly be nights, sometimes at short notice. There is no obligation on the College to offer work or on the post holder to accept it.

Responsible to: Head Porter

## Job Description

### Main Duties and Responsibilities

The main duties of the role of Porter include the following (this list is not exclusive) although not all these tasks will take place on a night shift:

- Receive, welcome and assist all visitors, including conference delegates, Fellows, students and staff to the Porters' Lodge in a timely, efficient and helpful manner.
- To be available to support students 24 hours a day, 7 days a week. This may involve assisting with welfare matters, general enquiries and support
- Assist in the booking of guest and public rooms, as directed by the Head Porter.
- To work with the relevant student bodies in overseeing student social events such as Bops.
- Assist the Head Porter in the maintenance of discipline; ensure all students observe College rules and report any lapses to the appropriate authority.
- Develop and maintain awareness of procedures and provide necessary emergency duties in cases of fire, flood, accident or illness; monitor, test and obtain good working knowledge of College, Hostel and other designated property, fire and smoke alarm systems; carry out health and safety and fire checks as directed.
- Operate the telephone exchange; take and relay messages via the telephone or through the use of pigeonholes.
- Carry out basic computer duties and CCTV monitoring.
- Issue, receive and check room keys in accordance with administrative procedures.
- Carry out small maintenance jobs in an emergency.
- Assist with car and bicycle parking.
- Provide the timely and accurate collection, sorting and delivery of external and internal mail to pigeonholes in the Porters' Lodge (and to various College locations); ensure that off-site mail is franked/dispatched as appropriate. Redirect mail when required.

- Maintain administrative records as required by the Head Porter; ensure the overlap and timely handover of duties to the incoming Porters to include the relay of necessary information.
- Ensure the prompt reporting of any defects to the Maintenance Team.
- Administer punt hire between April and October.
- Ensure the security of College buildings, grounds and gates; monitor and respond to intruder alarms; patrol the College and College hostels and any other designated property as required and as specifically directed by the Head Porter
- Undertake other duties and responsibilities commensurate with the post from time to time as directed by the Head Porter.
- You will be required to become a qualified First Aider and Personal Alcohol Licence holder, and will be subject to an enhanced DBS check.

## Person Specification

The following criteria are appropriate to this post:

### Knowledge and Experience

1. Experience in a customer facing or customer service role.
2. Experience of reception would be an advantage.
3. IT literate.

### Personal Skills and Abilities

1. Excellent interpersonal skills and the ability to communicate in a courteous, friendly and professional manner.
2. Excellent telephone manner.
3. Confidence to work alone, to self-motivate and to plan workload.
4. Ability to remain calm and resolve problems tactfully.
5. Approachable, conscientious, hardworking and reliable.
6. Flexibility to work additional shifts when necessary, and at short notice.

## Remuneration and Benefits

### Remuneration

The rate of pay is £13.70 per hour (pay point 13)

### Hours of Work

The main Porters' Lodge is based in Magdalene Street and is staffed 24 hours per day, 365 days a year and Porters work 12-hour shifts. Shifts will mainly be offered across nights (7pm-7am), weekdays and weekends. There is no obligation on the College to offer work or on the post holder to accept it.

### Holidays

Paid annual leave accruing at a rate of 14.54% of hours worked



## Pension

The post holder will join the College's auto enrolment pension scheme.

## How to Apply

Please download and complete both parts of the application form from the College website at <https://www.magd.cam.ac.uk/about/vacancies/non-academic-vacancies>.

Send your completed application by email to the HR Manager, Hannah Millward, at [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).

The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

## Enquiries

Further enquiries about your application may be made by email to [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).

## Closing Date

9am, 24 September 2025, however we may hold interviews before this date.





# MAGDALENE COLLEGE CAMBRIDGE

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