Overview
To provide night time staffing of the Reception/Porters Lodge. To meet and greet all visitors, conference guests and delegates, assist students where required, carry out security patrols of the grounds and building, maintain a log of visitors and carry out other tasks to support the efficient running of the College. You will be the first point of contact in an emergency and will be required to assist with fire safety checks.

Hours of work will be 11pm – 7am. This will be with a rotation of 5 days on, 3 days off.

Significant Internal/External Relationships:
Fellows, staff, students, conference delegates, guests and members of the public

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<tr>
<th>KEY RESPONSIBILITIES &amp; DUTIES</th>
<th>STANDARD OF PERFORMANCE/RESULTS</th>
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<tr>
<td><strong>Reception</strong></td>
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<tr>
<td>1. Meet and greet all visitors and members of the college. Be able to complete all relevant forms and deal with all enquiries. Issue/create visitor passes, WIFI access, keys &amp; accommodation packs to conference delegates. Complete the Contractor register as appropriate.</td>
<td>1. Receive guests in a polite, friendly and professional manner. All enquiries are dealt with as quickly, efficiently &amp; courteously as possible within a timely manner.</td>
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<td>2. Maintain the college switchboard.</td>
<td>2. Answer the telephone in a timely, polite and professional manner</td>
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<td>3. Support large mailings out when required, including the maintenance of pigeon holes for Fellows, students and staff</td>
<td>3. Ensuring pigeonholes are kept up to date and processes are followed.</td>
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4. Take payments for items and merchandise and record appropriately

5. Adhere to and maintain Porters’ Lodge procedures manual

6. Organise University publicity material for events as appropriate and the distribution of newspapers and periodicals

7. Assist with snow clearance, as needed

8. Record and monitor the system of storage

9. Setting up rooms for conferences and meetings

10. Carry out basic maintenance tasks out of normal working hours

11. Administer the stock of College bicycles for loan

**Fire Safety and Security**

12. To be the first point of contact in all emergencies during the night, student, conference or maintenance

13. To operate and monitor the CCTV system as necessary.

14. To operate the security and fire alarm systems

15. Assist with the fire safety checks

4. Ensure processes followed in accordance with procedures

5. Ensure all procedures are followed and reviewed and updated regularly

6. In a timely manner

7. Ensure procedures are followed and College grounds made as safe as possible

8. In accordance with procedures, ensure records are kept and maintained.

9. As required and in accordance with Function sheet/instructions from Domestic Bursary.

10. In accordance with agreed arrangements and only if trained/competent to do so. Record and refer as appropriate. Report any maintenance issues as appropriate.

11. Maintain appropriate records

12. Refer matters without delay as appropriate, ensuring incident reports are completed and support provided in accordance with agreed processes and procedures.

13. To be fully conversant with the operation of CCTV system.

14. Monitor the alarm, access control and CCTV systems and be fully conversant with the operation of fire panels and chubb/SALTO security systems

15. In accordance with processes and procedures and schedules or as required by management
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<td>16. Buildings, college grounds and car park patrols.</td>
<td>16. Regular patrols of the grounds and buildings, both on and off-site ensuring familiarity. Deal with breaches of security promptly, reporting and logging such incidents and where necessary informing relevant authorities.</td>
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<td>17. Incident reporting.</td>
<td>17. Complete reports in the diary and Microsoft Word documents.</td>
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<td>18. Deal effectively with lost and found property</td>
<td>18. Ensure log maintained and procedure followed accordingly.</td>
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<td>19. Control the issue and recording of door access cards and keys to authorised personnel</td>
<td>19. To be conversant with the procedures for the issue and control of access cards, maintaining records appropriately reporting any loss or compromise of keys immediately.</td>
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<td>20. Maintain a system of car parking permits for members of college and visitors, and management of car parking as appropriate</td>
<td>20. To carry out checks of the car park, maintain a written log of checks and carry out any further actions.</td>
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<td>21. Maintain bicycle registration</td>
<td>21. Ensure all bicycles are registered and stored appropriately</td>
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<td>22. First Aid/Fire Training and accidents</td>
<td>22. To be trained in first aid and fire warden duties. Ensure all accidents and illnesses are dealt with promptly and appropriately and to inform Tutors when necessary. Ensure all accidents are recorded in the accident book.</td>
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The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the college.

**The College**

The increased number of postgraduates in the University during the later 1950s led the Regent House of the University to establish four graduate Colleges in 1965; St Edmunds as well as Darwin College, Wolfson College and Clare Hall. St Edmund’s is the only College in Oxford or Cambridge that has a Catholic foundation and Chapel.

The graduate Colleges were permitted to matriculate their own postgraduates and to present them for degrees; this was later extended to mature and affiliated undergraduates. 1965 saw the
election of the first four Fellows; others followed in succeeding years. Although laymen had been part of the College's community from its inception, the years from 1965 saw a sharp increase in their number. In an act of remarkable generosity on 20 March 1973 the Catholic Church through the Association signed away the buildings and the land of the present College to the Master and Fellows.

The College achieved the status of an Approved Foundation on 8 March 1975. The old Association was dissolved on 30 June 1984 and replaced by a new governing body of Fellows and St Edmund's became a fully autonomous and self-regulating society. Fr John Coventry, SJ, was the last Master in holy orders (1976-85) and was succeeded by Richard Laws, ScD, CBE, FRS (1985-96), but the Catholic foundation continued to be seen in the Archbishop of Westminster, serving as the Visitor, a Catholic priest as the Dean, the Chapel, and the Von Hügel Institute, which fosters academic work on Critical Catholic Enquiry.

Successive Masters and Fellows worked towards full collegiate status, which was approved by the University in 1996. Centenary celebrations brought visits from Cardinal Basil Hume, OSB, Archbishop of Westminster, for a Mass of Thanksgiving on 15 June 1996 and His Royal Highness the Duke of Edinburgh, the Chancellor of the University, for dinner on 25 June 1996. The College petitioned the Privy Council for a Royal Charter, which was granted by the Queen on 22 April 1998 in the Mastership of Professor Sir Brian Heap, ScD, CBE, FRS (1996-2004). The chapel was solemnly blessed by the Rt Rev. Peter Smith, Bishop of East Anglia, on 25 October 2000. The College has committed itself to a major programme of development and improvement. With the development of Mount Pleasant Halls (due to be completed in Michaelmas 2019) it will be able to accommodate 70-80% of its students and is planning to expand its conference offerings too. It has recently invested in its development activities and has a thriving alumni and Fellowship. The ethos of the College is friendly and inclusive, it is a welcoming place for students, staff and fellows alike.

**APPLICATION PROCESS**

To submit an application for this vacancy, please send your CV and outline your reasons for applying for the role to the Head of Domestic Operations on domestic.operations@st-edmunds.cam.ac.uk by 5pm on Friday 26th October 2018.

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: http://www.stedmunds.cam.ac.uk/data-protection

Any offer of employment is subject to evidence of your right to work in the UK and the receipt of satisfactory references.