



CLARE COLLEGE
UNIVERSITY OF CAMBRIDGE

Head Porter and Health & Safety Manager

Candidate Information Pack



The opportunity



This is an exciting opportunity to join the second oldest of the 31 Colleges in the University of Cambridge. Regarded as one of the most progressive and informal, Clare is renowned as a College that achieves academically at the highest levels, whilst also being welcoming, forward-thinking, and inclusive.

The Head Porter and Health & Safety Manager has specific responsibility for security and safety across the College's estate. Reporting to the Bursar, they will need to manage staff and all aspects of the operation of the Porters' Lodges and promote a positive Health & Safety culture within the College.

Clare College

Founded in 1326, Clare College is the second oldest of the 31 constituent colleges of the University of Cambridge and is also regarded as one of the most progressive and informal. It is known as a College which combines academic distinction with a welcoming, forward-thinking and inclusive ethos.

Clare was one of the first English foundations to provide for teachers and students in the same community, beginning a tradition characteristic of higher education down to the present day. The College has a deep and long-standing commitment to widening participation, diversity and inclusion. In 1886, it established a mission in Bermondsey, south London, to provide education and relief for the poor. In 1964, the College established a daughter institution, Clare Hall (which subsequently became an independent foundation), to support the growth of post-graduate education and to provide a home for visiting scholars. In 1972, Clare College became one of the first three colleges in Cambridge to become co-educational. In 2000, Clare was one of the first colleges in Cambridge to launch a dedicated access and outreach programme, and it has won praise for the transparency of its admissions process. Clare's aim is to inspire students to achieve their full potential. Around two-thirds of the undergraduates come from state schools.

Located in the heart of Cambridge city centre, close to many University faculties and departments, the College is extraordinarily beautiful and famed for its gardens on 'the Backs' (the backs of the colleges that line the River Cam).

Clare's Old Court, a 17th-century Grade I listed building, is the centre of the College and is unique among the ancient Cambridge colleges in having maintained its architectural integrity. The oldest of Cambridge's bridges leads from Old Court over the river to Memorial Court, home to the College Library, and Lerner Court (opened in 2009).

The College is a community of more than 500 undergraduates, 180 graduate students, and 100 Fellows (senior members), in every academic discipline, supported by over 100 professional services staff. There are over 8,500 alumni including such notable figures as David Attenborough, Vivienne Faull, Skip Gates, Matthew Parris, Robin Ticciati, Mark Walport, and many others.

The College is committed to providing small-group teaching through the supervision system and to delivering excellence in education at both undergraduate and postgraduate levels, while maintaining pastoral support through the tutorial system. Clare students also pursue a wealth of other interests beyond their course. Clare is known as one of the most musical colleges in Cambridge – its choir has performed all over the world – while students also participate in a range of sports, arts, and other activities. Clare alumni have forged successful careers in every field, prepared and inspired by their time at the College. For further information about the College, please visit www.clare.cam.ac.uk.

Key Responsibilities

Management of the Porters Department

- Manage the staff and all aspects of the operation of the Porters' Lodges to ensure a high quality, efficient and effective service to the College and all visitors.
- Supervise the efficient maintenance of all records within the Lodges, for both paper and computer systems.
- Identify training needs and, where necessary, provide on the job training or arrange attendance on relevant courses.
- Prepare budget forecasts and control departmental expenditure.
- Ensure that the best possible price is secured for equipment and stock, ensuring that stock is safely secured, distributed and accounted for.
- Complete annual appraisals and all administrative tasks associated with a management role.
- Delegated authority to make necessary decisions, within the limits of agreed policy, to facilitate the general running of the Department and in connection on with incidents or emergencies affecting the College.

Health & Safety

- Act as the College's Health & Safety Manager (Safety Officer), with responsibility for chairing a termly Health & Safety Meeting.
- Responsibility for the oversight of all College Health & Safety documentation, including the Health & Safety policy.
- Promote a positive Health & Safety culture within the College through consultation with Heads of Department and departmental safety representatives.
- Monitor the reporting and recording of all illness, accidents and injuries to students, staff and visitors on College premises.
- Act as the College's Fire Co-ordinator and be responsible for the operation and maintenance of all fire alarm installations, ensuring that Fire Risk Assessments are maintained and kept up to date. This will also include ensuring that weekly fire alarm tests and regular evacuation practices are performed.

Main duties and responsibilities

Health & Safety (continued)

- Line manage the Health & Safety Advisor (to be recruited) to ensure that time is used effectively.
- Be responsible for raising any matter which constitutes a security risk / issue within the College to the Estates Director and/or the Bursar. Liaise with the University Security Office and Police where necessary.
- Maintain awareness of any suspicious occurrences and maintain a record of all crimes committed on site, whether reported to the Police or not.

Other Responsibilities

With regard to all College premises, other responsibilities include but are not limited to:

- Ensure that all appropriate action is taken in the event of any serious occurrence and report to the Bursar where necessary.
- Maintain a working knowledge of all security systems installed in the College and all emergency procedures in respect to them.
- Maintain a thorough knowledge of the information in the Clare College Student Handbook and Porters Procedure files, updating as required.
- Assist the Dean of Students by monitoring the behaviour and discipline of students. Ensure that reports by Porters of inappropriate behaviour and serious contravention of College rules are immediately sent to the Dean of Students.
- Coordinate access and front of house arrangements for large alumni and conference events taking place at the College.
- Work closely with the Conference Manager to ensure that all conference activity proceeds smoothly and that conference guests are welcomed to the College.
- Monitor and allocate all College vehicle parking requirements in consultation with HoDs and College Members.

Person specification

Qualifications

- A good level of education (Essential).
- NEBOSH and IOSH (Essential).

Skills/Knowledge/Training

- Knowledge of Health and Safety management and relevant legislation (Essential).
- Knowledge of Fire Safety management and relevant legislation (Essential).
- Experience of leading and managing a team (Essential).
- Experience of managing a budget (Essential).
- Experience of managing change (Essential).
- Good organisational skills, with proven ability to work well under pressure and be able to prioritise tasks (Essential).
- Good IT skills (Essential).
- Excellent communication, interpersonal and customer service skills (Essential).
- Driving Licence (Essential).

Experience: type and depth of experience required for the role

- A proven track-record of success in health and safety management (Essential).
- A proven track-record of success in leading and managing a team of staff (Essential)
- Experience of working in a College environment (Desirable).

Person specification

Personal Attributes

- Responsible and trustworthy (Essential).
- Friendly, co-operative and helpful/approachable (Essential).
- Ability to work as part of a team (Essential).
- Flexible approach and accepting of change (Essential).
- Willingness to make a positive contribution to the life of the College (Essential).

The post-holder must be able and willing to work weekends and overtime as necessary.

Terms and conditions

Hours of Work

Full-time (37.5 hours per week).

Salary

Remuneration will be between £50,000 and £55,000 depending on experience. There will be a six-month probationary period. The salary increases annually with the cost of living and will be subject to periodic review, benchmarked against equivalent roles in other Cambridge Colleges.

Pension

The role holder will be eligible to join the College's contributory pension scheme after three months' service.

Holidays

The role-holder is entitled to 34 days' holiday per year inclusive of public holidays.

Other benefits

Eligibility for a free parking space in College.

Clare staff are entitled to a free lunch in College on working days.

Clare College is a non-smoking environment.

Clare College is an Equal Opportunities Employer.

Any offer of employment will be made subject to references.



How to apply

Please send completed application and equal opportunity forms to the HR team at HR@clare.cam.ac.uk.

The closing date for this vacancy will be 12pm on Monday 24th February 2025 with interviews taking place on the afternoon of the 4th of March 2025.



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