Clare College

Person Specification

Job Title: College Porter/Relief Porter

Essential skills and experience:

- Good literacy skills
- Good customer service skills, excellent communication and front of house skills
- Ability to make quick decisions in difficult situations
- Work well under pressure and be able to prioritise tasks
- Physically fit
- Computer literate and experience of using Microsoft Office applications (Excel, Word, Outlook)
- Energetic, flexible and keen to work as part of a team
- Be able to deliver first aid support having had suitable training

Desirable skills and experience

- Previous experience of working in front of house, security or safety role
- Willingness to make a positive contribution to the life of the College