



### Job Description

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | School Porter   |
| <b>Department:</b>     | Facilities & Maintenance  |
| <b>Location:</b>       | Mount St Mary's College , providing on call cover for Barlborough Hall School |
| <b>Hours of Work:</b>  | 40 hours per week , 5 days per week Monday to Friday                          |
| <b>Responsible to:</b> | Facilities & Maintenance Supervisor   |

#### Main Purpose of this post:

To provide a full range of Portering duties including setting up for events, delivering parcels within the campus and supporting the maintenance team to ensure the smooth and safe running of Mount St Mary's College.

#### Main duties and responsibilities

The post holder will be expected to cover a number of varied duties including:

##### Portering

- Collect laundry from boarding houses and deliver to Laundry
- To prepare rooms for the day's business and ensure that they are left tidy and secure at the end of the day
- Undertake general portage duties, including moving furniture and equipment
- To assist with incoming mail and deliveries on daily basis, following schools procedures
- Taking delivery of stores, despatching goods and materials and safely storing them
- Overseeing the removal and collection of rubbish
- Ensuring that doorways, windows, signage and other areas are always clear, clean and smart
- Acting as a relief driver (minibus) as required

##### Maintenance & Grounds

- Assist Maintenance and Facilities team with regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
- Assisting with the transporting of items between the school sites
- Assisting with the supervision of visiting contractors as required
- Ensuring that litterbins are emptied when necessary

NB. Duties also include the Pavilion.

##### Management of resources

- Liaise with Housekeeping and Residential Manager and Facilities Supervisor to ensure stocks of consumable cleaning and maintenance materials are available.

### **Security & Safety**

- Unlock and secure exits, entrances and buildings on school premises at designated times and undertake internal /external patrols of the building and car park throughout the day/evening to ensure security of the building and estate
- Assist in the provision of safe access to the school and classrooms in the event of snow, ice, minor flooding or similar emergencies.

### **Training & Development**

- Identify in conjunction with line manager any training required to ensure all aspects of the role can be undertaken.

### **Health & Safety**

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the school's Health & Safety Policy by:

- Reporting all accidents and unsafe situations to your line manager and in accordance with school policy
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety and welfare
- Following any training you receive when using any work item provided.

### **All school staff are expected to:**

- a. Work towards and support the school's vision and the current objectives
- b. Support and contribute to the school's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value, promote and advance equality and diversity
- d. Work within and adhere to the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process
- h. Undertake other reasonable duties commensurate within the grade as required from time to time

The above duties are not intended to be exhaustive and you may be required to carry out other duties commensurate with the post which do not change the character or purpose of the post and are necessary to meet the needs of the school and maintain high standards of business practice.

***Mount St Mary's College / Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.***

| <b>PERSON SPECIFICATION</b><br>Caretaker  | <b>Ess</b> | <b>Des</b> | <b>MOA</b> |
|---|------------|------------|------------|
| <b>EDUCATION &amp; TRAINING</b>   |            |            |            |
| English and Maths GCSE at A- C or equivalent  |            | X          | A/C        |
| First Aid qualification   |            | X          | A/C        |
| Full driver's licence   | X          |            | A/C        |
| MiDAS training  |            | X          | A/C        |
| <b>WORK EXPERINCE</b>   |            |            |            |
| Experience of working in a school   |            | X          | A          |
| Providing excellent customer service  | X          |            | A/I        |
| Have experience of working in a fast paced facilities environment   |            | X          | A/I        |
| <b>KNOWLEDGE &amp; SKILLS</b>   |            |            |            |
| Have working knowledge of relevant policies and codes of practice/legislation linked to the duties you will perform, (this may include, COSHH, Asbestos regs) |            | X          | A/I        |
| Willingness to gain knowledge of all relevant H&S procedures and precautions  | X          |            | A          |
| Good communications skills  | X          |            | A          |
| Ability to undertake general maintenance tasks  |            | X          | A/I        |
| IT Skills – to be able to use Email, Word, Excel  |            | X          | A/I        |
| <b>PERSONAL ATTRIBUTES</b>  |            |            |            |
| Be suitable to work with Children and Young People  | X          |            | A/I        |
| Self-motivated and able to use own initiative   | X          |            | A/I        |
| Have the ability to work unsupervised   | X          |            | A/I        |
| Have the ability to manage time effectively   | X          |            | A/I        |
| Have willingness to show flexibility in support of the team   | X          |            | A/I        |
| Strong work ethic with can do attitude  | X          |            | A/I        |

Key: MOA = Method of Application;

A = Application; I = Interview; Assessment = As; R = Reference; C = Cert

Prepared: March 2018