

Job Description for Shift Porter

Post: Shift Porter

Line Manager: Facilities Manager

Start date: ASAP

Outline of Department

The Facilities team are dedicated to providing a range of essential services which underpin the unique Bristol Grammar School experience and add value to campus life. We have a range of expertise to support the school community and our aim is to provide service excellence at all times.

Purpose of Job

Working within the Facilities department, you will be responsible for providing additional support across a number of disciplines within the team, as appropriate. The role requires a flexible approach to all tasks undertaken, and will involve such tasks as grounds maintenance, delivery of post and messages and the movement of furniture and equipment around the site.

Duties and Responsibilities

Site Security

- Ensuring the site perimeter is kept intact
- Site opening and lock up

Vehicle inspection, first line maintenance and cleaning

- Complete appropriate paperwork

Sorting and distribution of post and messages around the campus

- Goods and supplies
- Internal post

Portering

- Preparation of the Great Hall for lunch, assemblies and other events
- Moving equipment around the site
- Set up of teaching spaces
- Clearance after events/external use
- Provide first line support for spillages, deliveries, emergency cleans, etc

Minor maintenance tasks such as:

- Re-lamping
- Repairs to lockers/ cutting off locks
- Putting up shelves
- Painting and decorating

Complete allocated tasks, as directed, in a timely and efficient manner

- Use the correct tools, equipment and methods of work
- Ensuring records are correctly completed

Health and Safety

- Ensure tasks are completed in a safe manner
- Follow training and correct methods of work
- Use safety equipment provided

Other

- Attend training courses and meetings as directed
- Provide cover for all external and out of hours events as directed (additional payment applicable where appropriate)
- To assist the Facilities Office Team in any task they may reasonably require
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures
- Any other task or activity as reasonably requested by management

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Effective team working, showing flexibility and a willingness to assist colleagues in their duties
The ability to work well within a routine whilst being able to use their own initiative

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Previous experience within a comparable role
Ability to multi-task and manage your own priorities and workload
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the School community
A well organised and resourceful approach to their work and have the ability to meet deadlines
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">● Motivation to work with children and young people● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Emotional resilience in working with any challenging behaviour● Professional attitudes to use of authority and maintaining discipline● Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours	Standard working hours are 40 hours per week, on a six weekly repeating shift pattern of: <ul style="list-style-type: none">• Monday to Friday 1.30pm – 10.30pm (with a one hour unpaid lunch break) for 2 weeks, followed by• Monday to Friday 6.30am – 3.30pm for 2 weeks (with a one hour unpaid lunch break), followed by• Not on-shift for two weeks of weekdays, as 2 weekend shifts will then be worked.• Saturday and Sunday 8am – 8pm (equal to 40 hours per week)
Salary	The salary will be determined by the Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Holidays	Paid holiday entitlement is 20 working days per annum, in addition to Bank Holidays. Increasing to 22 working days per annum after 2 years’ service and then increasing by one working day per additional years’ service until it reaches a maximum of 25 working days. Holidays are not normally taken during term time.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is Wednesday 02 July 2025.

Interviews are currently planned for Tuesday 08 July 2025.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.