



JOB DESCRIPTION

Porter

REPORTING TO: Transport and Porter Manager

PURPOSE OF JOB:

Working as part of a team, to be responsible for the wide-ranging general porter duties, security, and cleaning duties across all school sites, setting up school events, ensuring a clean, safe, and secure environment for pupils, staff and visitors.

KEY RESPONSIBILITIES

- 1) Using own initiative but under the direction of your line manager, to ensure timely completion of work, in accordance with instructions as may from time to time be issued by the School in connection with a variety of duties in the following areas:
 - a) Setting up of function rooms, community and outdoor areas for various events including exams, dinners/lunches, and meetings.
 - b) The day-to-day management of refuse and recycling across the site, ensuring that we reduce our environmental footprint.
 - c) Domestic duties including Carpet cleaning and wood floor polishing.
 - d) Domestic repairs e.g., changing lamps, hanging curtains, refixing loose fittings.
 - e) General cleanliness of internal and external areas, including cleaning of spillages.
 - f) Collection and delivery of site laundry
 - g) Record, issue, and subsequent return of keys/computer generated key cards from all authorised persons in accordance with current procedure.
 - h) Assist with as required at official School functions and events and those run by outside organisations where necessary.
- 2) Responsible for security of the site, outside of School hours, weekends and nights including being a visual presence, undertaking patrols and the monitoring of the School CCTV system in accordance with the code of practice.
- 3) Responsible as the first responder to fire alarms across the site, competently deal with a variety of Fire Procedures, including the activation and resetting of the various fire systems in the School, and the related actions necessary when an incident occurs. In the event of a fire alarm in a boarding house, liaise with the on-duty member of staff to ensuring the sweep of the house (if safe to do so).
- 4) Be the first point of contact out of hours, answering out of hours general calls via the on-call phone, including entry to the site, non-maintenance calls (locked out of rooms, etc). Liaise with the on-call emergency responder, house teams or Senior Leadership member as required.



- 5) Responsible for the goods in operation, ensuring that packages are accepted, signed for and distributed in a timely manner.
- 6) Monitor the day-to-day safe operation of the car park, overseeing the traffic flows, deterring unauthorised parking and guiding pupil's in safe access/egress around the car park area, using allocated pedestrian routes, crossing points and waiting areas
- 7) Undertake the daily and weekly routine maintenance checks of vehicles, reporting any issues to the Transport and Porter Manager
- 8) Take the proactive action to prevent or contain any incident that could cause damage, loss, or a risk to safety within the School.
- 9) Be the "eyes and ears" on the ground, ensuring that the pupils adhere to the School standard of behaviours, values, and rules, reporting any breach to your line manager.
- 10) Act as an on-site first aider attending indents as required.
- 11) Be an excellent role model, exemplifying a high standard of support and promoting high expectations for all members of the community.
- 12) Be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role as agreed in your Personal Development Plan.
- 13) Carry out additional duties and tasks that may be required within the range of the responsibilities of the post.



GENERAL REQUIREMENTS

- 1) Adhere to and always ensure compliance with the school's Child Protection Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Head Master.
- 2) Ensure the provision of a safe and secure working environment, in keeping with legal requirements. Maintain discipline in accordance with the school's procedures and encouraging good practice regarding punctuality, behaviour, standards of work and homework.
- 3) Comply with both Worth School and Worth Abbey and departmental Health and Safety policies, procedures, and risk assessments.
- 4) Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- 5) Conduct from time to time, any other duties as may be required but within the scope of this job description.



PERSONAL SPECIFICATION

| Area | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • GSCE Level English and Math or equivalent • Evidence of continued professional and personal development • Full Driving License | <ul style="list-style-type: none"> • Full Driving License with PCV licence category D1 or a category D licence |
| Experience | <ul style="list-style-type: none"> • Track record of developing and maintaining effective relationships with colleagues. • Proven experience of working to structured procedures and policies • Willingness to deliver and to be involved in projects to impact the wonder school community | <ul style="list-style-type: none"> • Working in a customer service or security environment |
| Knowledge / Technical/ Work-based Skills | <ul style="list-style-type: none"> • Ability to prioritise effectively and meet deadlines. • Persistence, with the energy to drive things forward, in consultation with others. • Exceptional oral communications skills • Good level of knowledge of Microsoft Office • Good level of practical DIY skills • Be enthusiastic, self-motivated, and committed to helping all for whom they have responsibility to achieve the best possible standards. • Can inspire and promote confidence and foster an enjoyment of their subject. • Have a willingness to participate in new initiatives where appropriate. • Willingness to contribute to the wider life of a busy school. • Ability to understand and adhere to Child Protection and Safeguarding legislation. | |



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| <p>General Skills/ Attributes</p> | <ul style="list-style-type: none"> • Able to demonstrate a professional, enthusiastic, and flexible attitude towards all customers, whether they are pupils, staff, or visitors. • Flexible and adaptable to changing requirements. • ‘Can do’ attitude and proactive approach. • A clean and smart appearance in keeping with the role. • Willingness to learn and attend training, as necessary. • Ability to influence and manage people in other teams to meet targets and workloads. • Exceptional attention to detail and accuracy • Exceptional interpersonal and communication skills, verbal and written. • Ability to act on own initiative. • Ability to prioritise workload and support others to do so. • Commitment to team working with an ability to coach others. • Self-motivated, with the ability to be flexible and adapt to the changing needs and demands of the organisation. • Flexibility, a positive approach to the role, and willingness to work unsocial hours | |
| <p>Values</p> | <p>To uphold and live the School values of:</p> <ul style="list-style-type: none"> • Community – choose community. • Worship – have an attitude of gratitude. • Humility – keep your feet on the ground. • Stewardship – leave it better than you found it. • Service – serve your heart out. • Silence – listen more than you talk. | |



COMPETENCY PROFILE

Breadth of Vision - Vision to identify significant trends in the subjects and the ability to communicate these to the department and other Heads of Department.

Flexible approach to change – Adapts to meet new challenges in addition to identifying and introducing changes where they are considered necessary.

Quality – Set and maintain the quality and standards of work in the subjects and insistence on these standards in others.

Creativity – provide creative and practical solutions to meet students’ needs and be able to stimulate interest and enthusiasm for the subjects among the community.

Communication – ability to communicate at all levels within the school.

Developing people – motivates and empowers individuals to take responsibility and develop their skills for the benefit of the school.

Planning – uses strategic vision to define priorities and plan time and resources realistically to achieve departmental and overall school objectives.

Pastoral – willingness to contribute to the broader life of a thriving boarding school

This job description may be altered to meet changing educational context and will be reviewed in consultation with the post holder.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

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| Prepared: KJN | Revision: 1 |
| Approved: PB | Date: 02/07/2021 |