

# Porter

Porters are often the face of the School and the immediate point of contact for many parents and visitors.

Typical duties include, but are not limited to :-

Receiving verbal, electronic or paper-based work orders and working as part of a team or independently to carry out a planned and reactive portering and security service, as efficiently and as effectively as possible.

The lifting, handling, transportation of goods; this may include: food, beds, bedding, paper, furniture and waste and other items as required.

Provide a postal distribution service for staff and, where appropriate, assist in the Post Room to sort and process mail.

Non-mechanical maintenance of portering vehicles and equipment, ensuring audit documentation is completed and any damage/defects are reported to the line manager.

To clear and transport all waste streams, ensuring adherence to School policies.

## Job Purpose

Complete any training considered necessary to ensure that departmental standard operating procedures can be performed safely, efficiently and effectively.

Reporting any faults and defects in equipment or fabric of building that may be noticed during the performance of general duties to the Supervisor / Line Manager to ensure that all goods during transportation are kept secure.

To ensure that all mail is placed in the relevant 'pigeon holes'.

To assist with general waste and litter picking when required.

To assist in the performance of snow and ice clearance duties.

To carry out any other reasonable tasks or duties requested by the line manager ie: general repairs, painting, fire door inspections, pat testing etc (training will be given).

Working alone or as a member of a team to provide an efficient, safe, customer-focused Portering service in accordance with prescribed performance standards, responding quickly and effectively to changing service demands across the entire School campus.

This is a permanent, all-year-round role.

## Hours

The core working hours are 40 hours per week in accordance with the published shift rota. Shift patterns will fall between 6.00 am and 8.00 pm Monday to Friday and will include approximately one in three Saturdays from 7.30 am to 4.30 pm

Employees are expected to work such hours as necessary to discharge duties efficiently and conscientiously and actual shift patterns are subject to change to meet business needs.

## Report to

Porter Team Leader and Facilities Manager

## Department

Estates and Facilities

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## Key Responsibilities & Accountabilities

Facilitate access to and security of Brentwood School.

To work effectively unsupervised or as part of an established team to complete tasks and ensure the smooth running of Brentwood School.

Move post, furniture and other goods/supplies to, from and around buildings and the wider estate.

Set up and dismantle for events held out of school hours.

Remain calm and professional under pressure at all times.

Lock and unlock buildings, ensuring intruder alarms are set and reset.

Take charge of deliveries to the School and distribute to its final destination.

Control /marshal car parks.

Drive the School Minibuses (requires a DI qualification on licence) and from time to time using the power washer to wash down the minibus fleet.

Drive other School vehicles.

Undertake any other work as reasonably directed by the Bursar, Estates Bursar, Facilities Manager or Porter Team Leader.

At all times, whilst carrying out the above duties, wear the uniform and appropriate PPE provided by the School.

To demonstrate flexibility and co-operation within the team.

To comply with all Health and Safety requirements.

To undertake training as and when required.

To be responsible for personal Health, Safety and Welfare and that of others who may be affected by your actions or inaction. To co-operate with the Employer on all issues to do with Health, Safety and Welfare.

An appropriate level of physical fitness is required.

Secondary Functions :- To undertake any other duties and responsibilities commensurate with the grade of the post, as directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

This job description is a guide to the work the post holder will be required to undertake. It may be amended from time to time to meet changing circumstances. It is expected that the job description will be regularly reviewed by the post holder and their line manager.

## Personal Specification

### Essential

Must hold a current full Driving Licence (DI qualification is desirable).

Must have a working understanding of Health and Safety in the workplace.

Basic keyboard and smartphone skills.

Ability to work at height.

Ability to lift loads safely using equipment where necessary.

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Ability to work in all weather conditions including rain, snow etc.

Ability to work as part of a team and also to be able to use own initiative and to work effectively, unsupervised to complete set tasks.

Self-motivated, with the ability to manage and organise own time and resources effectively, ensuring deadlines are met.

## Desirable

Previous manual handling training (training will be provided); able to carry tools and equipment by hand up to 20kg.

Experience of working on educational establishment sites or similar environments.

## Personal Qualities

Possess a "can-do" attitude.

Ability to work in a continually improving environment.

Willing to learn new skills and attend training courses.

A commitment to the highest level of customer service.

Approachable and friendly disposition.

Hard working, reliable and punctual.

Ability to resolve problems efficiently and effectively.

Team Player.

## **Safeguarding Responsibilities**

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

### **Awareness and Vigilance:**

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

### **Reporting Concerns:**

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

### **Creating a Safe Environment:**

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

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## General Safeguarding

*To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.*

**To find out more about this role please contact [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk) who will put you in touch with the Facilities Manager, Wendy Pope**

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