



School Porter

OVERVIEW

The purpose of this role is to provide a full range of portering duties. The School Porter assists in keeping all school systems operating smoothly to allow the delivery of the timetable and school events within the campus. The role also supports the maintenance team to ensure the smooth and safe running of Westonbirt School.

This is a varied role and the post holder will have various interdepartmental roles throughout the School.

RESPONSIBILITIES

- Undertake general portage duties, including moving furniture and equipment.
- Assist the maintenance team with basic handy work/ DIY.
- Be responsible for chopping wood, preparing, lighting and clearing fireplaces during the winter months.
- Assisting with the supervision of visiting contractors as required.
- To perform a variety of tasks associated with the maintenance of a safe, clean and hygienic environment.
- Assist the Compliance Officer with cyclic testing.
- Any other duties requested by the Operations Manager.

PERSON SPECIFICATION

- Be polite, professional and friendly at all times with pupils and staff.
- Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others.
- Be prepared to assist colleagues in a willing and positive manner including assisting with other reasonable duties as required.
- Be flexible, reliable, punctual and trustworthy.
- To have the ability to manage their own time effectively, to prioritise work and use their initiative.
- The ability to drive a vehicle is desirable.

TERMS

- Full time, 37.5 hours per week, Monday to Friday, with a 30 minutes' unpaid lunch break each day. Occasional weekend support maybe required.
- Salary from £10.90 per hour.