

JOB DESCRIPTION

The School Porter plays a vital role in ensuring the smooth day to day operations at Westonbirt School. The position encompasses a wide range of porter duties, supporting both the delivery of the academic timetable and the successful execution of school events across the campus.

Key Responsibilities:

- Provide general porter services to maintain the efficient running of school operations
- Assist the maintenance team in ensuring the campus remains safe, functional and well presented
- Undertake general portering 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 where 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.

PERSONAL SPECIFICATION

- Be polite, professional and friendly at all times with pupils and staff
- Be able to 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
- Having a driving licence is desirable.

HOURS, SALARY AND BENEFITS

Hours: We are open to applications for either a full time or part time roles, year round. The department covers the operational hours of the business from 7am to 10pm, 7 days a week. Weekend working will be required in line with the requirements of the business.

Salary : Hourly rate from £12.60 per hour.

Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Complimentary lunch where possible
- Pro rata holiday + bank holidays pa
- Access to the groups counselling scheme
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- On site parking
- Personal accident at work cover

APPLICATION PROCESS

To pursue an application, please complete the school's application form, which can be found on the vacancies page of the school's website or by clicking [here](#) and submit by email to hr@westonbirtschool.uk

Interviews will held as as suitable applications are received.

If you have any queries or would like further information, please do not hesitate to contact Michelle Andrews, HR Officer on 01666 881361 or michelle.andrews@westonbirtschool.uk

Westonbirt is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.