TRELOAR TRUST

**JOB DESCRIPTION**

**Post:** Porter

**Location:** Treloar College

**Reports to:** Head Porter

**Role Summary:** To work as part of the Facilities team ensuring the smooth running of the site by undertaking a wide range of duties. These include helping to provide a responsive, flexible service to students, staff and visitors.

The role will involve some shift and weekend working.

#### Key tasks

1. The role will involve a variety of tasks including:  
   * Moving and arranging furniture inc heavy loads and specialist beds and equipment
   * Securing rooms and buildings
   * Following opening and shutting procedures at the start and end of each holiday
   * Deep cleans during holiday periods
   * Room set ups and activities
   * The collection and storage – ready for disposal - of domestic and other waste
   * Loading and unloading deliveries, and distributing goods and supplies
   * Distribution and tracking of goods to customers from the central store
   * Managing the parking of cars
   * Snow clearing and spreading salt or grit
   * Assist with legionella control measures
   * Carry out portable appliance testing
   * Temperature monitoring, boiler and water softener checks
   * Meeting and escorting visitors
   * Patrolling the grounds and assisting generally with security
   * Assisting with emergency procedures
   * Checking and replacing lights including testing emergency lighting
   * Assisting with weekly fire alarm tests
   * Responding to reactive jobs – such as spills
   * Observing and reporting damage or other defects
   * Buffing and polishing the corridor floors
   * Cleaning duties throughout the premises including responsibility for the security and proper use of all cleaning substances, cleaning machinery and other equipment.
   * Observing and reporting damage or other defects
   * Mentoring work experience students
   * Be responsible for responding to the Fire alarm and other emergencies when the Facilities office is closed
   * Responsibility for ensuring swimming pool is adequately covered, sides clean & free of obstruction, assist with the operation of swimming pool i.e. pool temperature and chemical checks and ensuring area is secure
   * Assisting with on call and out of hour duties in the absence of the Caretaker or Head Porter
   * Painting and decoration including preparing surfaces and working environment, preparing painting materials and equipment, cleaning up on completion.
   * Minor redecoration, making good to damaged paintwork and touching up of worn walls, skirting and door frames.

Other duties

* To support the Trust in safeguarding and protecting the welfare of all students.
* To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
* To maintain and develop own professional knowledge and awareness.
* To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
* A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
* This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust

HR Department

June 2020

# PERSON SPECIFICATION – PORTER

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| **MINIMUM CRITERIA** | **DESIRABLE CRITERIA** |
| **Qualifications**   1. Basic first aid 2. Fire warden 3. CIEH Health & Safety or willing to train to this level 4. Manual handling practical & theory training | •Pool plant operator qualification or willing to train towards |
| **Knowledge and Experience**   * Experience of portering, caretaking, handyperson etc, or similar duties | * Experience of using machinery such as buffers, scrubbers and lifting equipment |
| **Skills and Abilities**   * Ability to carry out cleaning, repairs and some maintenance work  1. Ability to lift and move furniture/equipment/beds 2. Ability to read and understand both verbal and written instructions 3. Numerate 4. Able to adapt and respond to a variety of situations sometimes outside of the normal scope of the job | * Ability to use basic computer applications i.e. word & email * Ability to use a PDA or similar computerised device for generating work tasks |
| **Personal Qualities**   1. Willingness to work as a member of a team, or on own initiative 2. Ability to work with minimum supervision when required 3. Reliable 4. Flexible 5. Responsive to service users needs 6. Helpful and willing |  |
| Physical Skills and Effort  1. Constant standing/walking 2. Climbing access ladders 3. Bending, kneeling and crawling 4. Working safely at heights 5. Working in confined spaces 6. Manual Handling requirements within MH guidelines 7. Requirement for physical effort 8. Pushing trolleys / heavy beds 9. Able to wear appropriate protective clothing |  |
| **Personal Circumstances**   1. Prepared to work shifts and some weekends |  |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST’S EQUAL OPPORTUNITIES POLICY.

If you have not heard from us within 3 weeks of the closing date please assume you have been unsuccessful.