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

The role will involve a variety of tasks including:

* Loading and unloading deliveries, and distributing goods and supplies around the site
* Moving and arranging furniture inc heavy loads and specialist beds and equipment
* Room set ups for activities & classes
* Securing rooms and buildings, following opening and shutting procedures at the start and end of each day
* Meeting and escorting visitors & contractors
* Collection and storage – ready for disposal - of domestic and other waste
* Managing the parking of cars
* Snow clearing and spreading salt or grit
* Patrolling the grounds and assisting generally with security
* Carry out portable appliance testing
* Temperature monitoring, legionella control measures, boiler and water softener checks
* Assisting with emergency procedures
* Be responsible for responding to the Fire alarm and other emergencies when the Facilities office is closed
* Assisting with weekly fire alarm tests
* Checking and replacing lights including testing emergency lighting
* Cleaning duties throughout the premises including responsibility for the security and proper use of all cleaning substances, carpet cleaning machinery and other equipment.
* Deep cleans during holiday periods
* Responding to reactive jobs – such as spills
* Buffing and polishing the corridor floors
* Mentoring work experience students
* 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
* Participating in a rota for on call and out of hour duties, including occasional weekend working.
* Minor redecoration, making good to damaged paintwork and touching up of worn walls, skirting and door frames.
* Grounds maintenance – weeding, use of small power tools, pedestrian mower, strimmer, brushcutter.

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

May 2022

# 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. Pool plant operator qualification or willing to train towards
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| **Knowledge and Experience**1. Experience of portering, caretaking, handyperson etc, or similar duties
 | 1. Experience of using machinery such as buffers, scrubbers and lifting equipment
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| **Skills and Abilities**1. Ability to carry out cleaning, repairs and some maintenance work
2. Ability to lift and move furniture/equipment/beds
3. Ability to read and understand both verbal and written instructions
4. Numerate
5. Able to adapt and respond to a variety of situations sometimes outside of the normal scope of the job
 | 1. Ability to use basic computer applications i.e. word & email
2. Ability to use a PDA or similar computerised device for generating work tasks
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| **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
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| Physical Skills and Effort1. 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
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| **Personal Circumstances**1. Prepared to work shifts and some weekends
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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.