



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Shift Porter/Cleaner

Department: Estates

Report to: Head Porter

Date: July 2023

ROLE

Working as part of a team of 12 Porters that cover the entire operating hours of the school. Duties include cleaning, setting up for events and functions, moving equipment and furniture to and from different venues, parcel and resources deliveries. The role is a mixture of routine work and supporting different school activities.

SUMMARY OF DUTIES

The Porters are organised under the direction of the Head Porter. Services provided for staff and visitors are to be respectful, consistent and of a high standard. The Porters must be capable of working alone, but each must function as part of a team. Good communication and co-operation is essential to provide a safe, efficient working environment.

- To be responsible for the cleaning and sanitising of classrooms, offices, workshops and laboratories and large and small meeting rooms. In addition, the cleaning of showers, toilets and accommodation areas. Each Porter will be responsible for set areas. The use of powered cleaning equipment may be allocated to enable the work to be completed efficiently and safely. Training will be provided as required.
- The setting out and dismantling of areas for concerts, lectures, meetings and social occasions.
- Moving furniture and equipment in Departments and Accommodation areas, involving some heavy lifting. Due care is necessary to ensure that this work is carried out safely.
- Delivery of laundry, stationery, parcels and supplies around the site.
- To be observant around the School, reporting to the Head Porter any items damaged, in need of repair or likely to be a hazard.
- To provide locking and unlocking services as and when requested.
- Via the Head Porter, assist the Lettings Coordinator with external lettings of the school's facilities. This may include communicating with groups, checking usage patterns, locking/unlocking, setting up equipment and monitoring usage.

- Any other duties as may be required at the discretion of the Head Porter including clearing stores, assisting with staff moves, waste collections etc.

Working hours are 40 per week which includes 1 x daily 30 minute breaks but excluding a 1 hour unpaid lunch break. There may be a requirement to work overtime on occasion.

During term time, the Porters work on a shift rota that includes 6 early shifts (7am – 4pm), 2 middle shifts (c11am – 8pm), 1 late shift (c1pm – 10pm) and two half days (Wednesday and Saturday c7.30am – 11.30am). Porters will work a half day every other Saturday during term time but not during the school holidays.

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Good communication and customer service skills.
- Ability to work alone and as part of a team.
- Previous experience of cleaning.
- Eye for detail.

Desirable

- Previous experience of working in a School.
- A full, clean driving license.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___