

BROMSGROVE SCHOOL

A leading co-educational Boarding and Day School with excellent facilities set in 100 acres of attractive grounds.

SCHOOL PORTER

To work within the Estates Department.

Closing date for all applications is Monday 25th March 2019.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS

JOB DESCRIPTION:	Porter
Line Manager:	Head of Porterage/Deputy Head Porter
Location:	All Bromsgrove School Sites
Hours of Work:	40 hours over 5 Days, will include evenings & weekends
Salary:	£ 8.25 per hour
Holidays:	25 days per annum, plus eight Statutory Bank Holidays. Two service days after the completion of five years' service.
Uniform:	Full uniform provided
Pension:	A contributory pension scheme of up to 5% is available
Sickness:	During probationary service Nil During the first year - 2 weeks full pay During the second year - 6 weeks full pay During years, three-five - 8 weeks full pay During years, six and ten - 10 weeks full pay During the 11 th year and thereafter - 12 weeks 12 Weeks are the maximum entitlement
Pension Scheme:	Contributory pension scheme available

GENERAL OVERVIEW

To assist the caretaking team in the day-to-day running of the Pre-Prep, Prep School and Senior School campus. This will include car-parking duties, setting up and co-ordinating rooms for functions, examinations, open days/evenings and events.

MAIN DUTIES

To assist in the opening up and securing of buildings, as advised by the Head of Porterage.

To assist with the security of School buildings.

To carry out minor repairs as directed by the Head Porter and Lead Maintenance Supervisor.

To perform portering duties as directed by the Head Porter, this to include room and venue set ups, collecting post and delivering post and meeting the needs of the Schools' requests as they come in.

To carry out car parking duties around the School.

To drive safely a variety of vehicles both on and off campus.

To support the Schools' special events such as parents' evenings, plays, concerts, PA meetings and open mornings/evenings and events.

To support the teaching and administration staff as appropriate.

To move various items around site such as laundry, furniture, exam tables and chairs.

To undertake general site security and litter picking duties.

This is not necessarily a comprehensive list of duties expected to be undertaken by the post holder. It may be subject to amendment from time to time in consultation with the Estates Manager

PERSON SPECIFICATION

Experience and Qualifications

Driving licence

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I.T Literate

*

Skills, Knowledge, Abilities

Good Timekeeper

*

Good level of fitness

*

Good organisational skills

*

Personal

Friendly and Approachable

*

Well-presented

*

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.