

Job Title	School Porter
Date	February 2023
Department	Domestic & Facilities
Reports to	Facilities Manager
Responsible for	The domestic and facilities teams are responsible for all property and facilities associated with Ackworth School.

Purpose of the Role

The post holder will work between the domestic and facilities departments. The role includes working flexibly and as part of a team. There are approximately 20 members of the domestic team and 12 members of the maintenance team.

The working hours for the Facilities Porter role currently are Monday – Thursday 6:00am – 1:30pm and 6:00am – 4:00pm on Friday. The role is required for 52 weeks of the year and not term time only.

A full driving licence is essential.

Departmental Information

Working as part of the domestic team to maintain the school. Ensure the efficient collection and delivery of laundry to and from the boarding house.

Providing support to members of the maintenance team when necessary including collecting materials from external suppliers.

In addition to safeguarding, mandatory health and safety training applies to this role including (but not limited to) COSHH, manual handling and working at height. Training will be provided as part of the induction.

Main tasks and responsibilities

- General portering duties including moving boxes, paper, equipment and ad-hoc items around the school. Some of which may be bulky or heavy.
- Rearranging / removal of furniture from one location to another and setting up in a new location on an as required basis.
- Collection and delivery of parcels from reception.
- Collection and return of student bedding and clothing between the boarding house and the school laundry building.
- Emptying of external litter bins and litter collection and transport to main waste bins.
- Breaking down cardboard and operation of cardboard bailing machine.
- Daily cleaning duties including the swimming pool changing rooms.
- Minor maintenance repairs.
- Set up and clear down of events on site.

- Ensure that school equipment is stored safely and securely.
- Ability to work independently and as part of a team.
- Other general DIY and maintenance tasks as directed by the Facilities Manager or Clerk of Works.

Person Specification

Essential knowledge, experience and skills

Experience of working in a fast-paced environment.

Be able to work well as a member of a team.

Show initiative, drive and commitment to ongoing improvement.

Be articulate and presentable.

Be creative problem-solver with the ability to think ahead.

Excellent time management skills and ability to multi-task.

Demonstrate a co-operative “can do” attitude with good communication.

Demonstrate an aptitude and acceptance of working within an environment that has interruptions and changing workload.

Knowledge of health and safety regulations.

Able to meet the physical requirements of the role.

Full clean driving licence.

Desirable knowledge, experience and skills

Previous experience of working in a school environment.

First aid qualification or willingness to work towards.

Able to work the occasional afternoons or weekends (agreed in advance).

Previous experience in a similar role.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. Ackworth school is an equal opportunities employer supporting the principles of diversity, inclusion and equity. All staff and volunteers are therefore expected to behave in such a way that supports these commitments.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.