



Porter

Reports to

Head of Estates

Job Purpose:

The School Porter plays a key role in supporting the smooth day-to-day operation of the school. This includes the safe movement of furniture and equipment, handling deliveries and post, assisting with basic maintenance tasks, and ensuring the campus remains clean, safe, and well-organised.

Key Responsibilities

Logistics & Portage

- Set up and clear rooms for lessons, meetings, events, and examinations, including moving furniture and equipment as required
- Assist with internal relocations of departments or resources
- Transport goods and materials across the site in a safe and efficient manner

Deliveries & Post

- Receive, check, and distribute deliveries across the school
- Collect and sort incoming and outgoing post
- Ensure timely and accurate delivery of items to relevant departments

Maintenance Support

- Assist the maintenance team with basic repair and upkeep tasks
- Support minor works such as painting, assembling furniture, or replacing fixtures
- Report any defects or issues to the Estates team

Health & Safety Compliance

- Carry out routine checks to ensure compliance with health and safety standards (e.g. fire exits clear, safe storage of equipment)
- Assist with setting up safety signage and barriers when required
- Follow all school policies relating to health, safety, and security

Cleaning & General Duties

- Undertake light cleaning duties in designated areas as required
- Ensure communal areas are tidy and presentable
- Assist with waste disposal and recycling procedures

Person Specification:



**Essential:**

- Good level of physical fitness and ability to carry out manual handling tasks
- Reliable, punctual, and flexible approach to work
- Basic understanding of health and safety practices
- Ability to work independently and as part of a team

Desirable:

- Previous experience in a porter, facilities, or maintenance role
- Basic DIY or maintenance skills
- Knowledge of working within a school or similar environment

Additional Information

- The role may require occasional out-of-hours work to support school events
- Training will be provided, including manual handling and health & safety
- The postholder will be expected to uphold the values and ethos of the school at all times
- Full driving licence required.

These duties are not exhaustive and may be added to as reasonably requested by the Head.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

