



JOB DESCRIPTION

Job Title: Porter
Reports to: Estates Supervisor

Overall Requirement

To provide portering and setting up of facilities for lunches and events across the Norwich School site; delivery of catering provisions, mail and parcels; and moving and lifting furniture. The post holder will also assist the Estates Team with maintenance of the school's facilities and the day-to-day security of the various Norwich School sites including the Senior School, the Lower School, the science centre at Horsefair House, and a number of sports facilities at the Lower Close, the nearby Daynes Sports Centre, the Whitlingham Boathouse and the out-of-city Redmayne sports fields. They will also undertake any cleaning duties as required.

Specific Responsibilities

- Responsible for opening the site/buildings at the start of each day in accordance with the advertised hours, reporting and or addressing any issues that may arise on a day-to-day basis.
- Portering duties (including the conveyance of catering, mail, parcels and containers to and from the points of distribution) on foot and by driving the School transport.
- Setting up the Hall of Lower School for Pre-Prep lunch provision on a daily basis Mon-Fri during term time.
- Ensuring the security and safety of the premises, contents, grounds, equipment and outbuildings.
- Assist with the setting up of internal and external events
- Lifting and manoeuvring heavy and awkward loads (training in manual handling is provided).
- Additional locking and unlocking the facilities for school and external activities as required.
- Day to day routine maintenance of the School's fabric, equipment, furniture and vehicles.
- Reporting and recording faults, breakages etc.
- The cleaning of any areas or premises as directed by the Estates Supervisor.
- Liaison with cleaning staff.
- Cover for locking up, including weekends, in case of sickness or planned absence of other Estates personnel.
- Setting and controlling the lighting, heating, fire alarm and intruder alarm systems.
- Carry out the assigned tasks to completion on the daily task sheet.
- Assisting with parking during peak times at Senior and Lower School.

General

- Assist the Estates Supervisor in dealing with out-of-hours emergencies if available (additional payments will be made by the school).
- Participate in training in areas such as maintenance, first aid, manual handling, working at height, and minibs driving and in other learning activities.
- Be available to assist staff, pupils, parents, hirers and visitors during school and external events and provide first aid treatments when required
- Participate in the performance appraisal and development review process
- Undertake other similar duties and activities that fall within the band and role; and any other duties that may be reasonably required by the Head, the Bursar or the Estates Supervisor



PERSON SPECIFICATION

	Essential	Desirable
Experience and Qualifications		
Experience of working in service delivery role	X	
Full Driving Licence	X	
First aid trained		X
Manual handling trained		X
Skills and competencies		
Excellent communication, organisational and interpersonal skills	X	
Good level of DIY/handyperson skills to carry out minor repairs	X	
Awareness of health & safety requirements in the workplace	X	
Personal Qualities		
Positive, proactive, helpful, professional and enthusiastic in attitude	X	
Ability to work on own initiative and deliver a high level of service without requiring precise direction at every stage	X	
Strong customer focus	X	
Attention to detail	X	
Ability to exercise judgement and know when to seek advice	X	
Flexible with working hours/pattern	X	
Commitment to professional development and training	X	
Ability to display a calm, tactful and responsible attitude	X	
Ability to work both independently and as part of a team, working co-operatively and sensitively with others	X	
Ability to motivate others and build teams	X	
Flexible approach and the ability to adapt to changes in working methods and approaches	X	
Willingness to participate enthusiastically in all aspects of school life	X	



SALARY AND BENEFITS

Salary and Working Pattern

The Porter role is full time and permanent, working hours are 39 hours per week. The salary for this post is £25,073 per annum.

Week 1

Monday, Wednesday, Thursday and Friday: 11.00-20.00

Tuesday: 12.00-20.00

Week 2

Monday, Wednesday, Thursday and Friday: 11.00-20.00

Tuesday: 12.00-20.00

Week 3

Monday, Wednesday, Thursday and Friday: 11.00-20.00

Tuesday: 12.00-20.00

Week 4

Monday, Thursday and Friday: 11.00-20.00

Tuesday: 12.00-20.00

Saturday: 08.00-17.00

This includes one hour of unpaid break.

There is an expectation of providing cover during periods both of planned, and unanticipated, leave within the team. Weekend and Bank Holiday working will be on a rota basis, so flexibility in working hours and pattern is required to meet the changing needs of the school.

Time off in lieu or overtime will be awarded for the hours worked outside of the normal working pattern, subject to agreement by the Line Manager.

Holidays

Full time staff are entitled to 25 days of annual leave excluding the 8 days bank holidays, increasing to 30 days after five years' service. Up to 5 days leave are designated during the Christmas holiday period and will be set by the Bursar in advance. Support staff typically take their annual leave during the school holiday periods; there is some flexibility for this post, subject to the requirements of the school and availability of the team.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Scheme

Norwich School offers the Cycle to Work scheme.

Norwich School Porter



NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.