

TRELOAR TRUST

JOB DESCRIPTION

Post: Porter

Location: Treloar College

Reports to: Porter Supervisor

Role Summary: To work as part of the Estates team, ensuring the smooth running of the site by undertaking a wide range of duties. These include helping to provide a responsive, flexible service to students, staff and visitors.

Key tasks

The role will involve a variety of tasks including:

- Loading and unloading deliveries, and distributing goods and supplies around the site
- Moving and arranging furniture inc heavy loads and specialist beds and equipment
- Room set ups for Activities, Classes, Meetings and Training
- Securing rooms and buildings, following opening and shutting procedures at the start and end of each day
- Meeting and escorting visitors & contractors
- Collection and storage – ready for disposal - of domestic and other waste
- Traffic and entry barrier management
- Snow clearing and spreading salt or grit
- Patrolling the grounds and assisting generally with security
- Carry out portable appliance testing (Training will be provided)
- Temperature monitoring, legionella control measures, boiler and water softener checks
- Assisting with emergency procedures
- Be responsible for responding to the Fire alarm and other emergencies when the Estates office is closed
- Assisting with weekly fire alarm tests
- Checking and replacing lights including testing emergency lighting
- Site wide litter picking
- Window cleaning
- Responding to reactive jobs – such as spills
- Mentoring work experience students
- Responsibility for ensuring swimming pool is adequately covered, sides clean & free of obstruction, assist with the operation of swimming pool i.e. pool temperature and chemical checks, Pool Cleaning and ensuring area is secure
- Minor redecoration, making good to damaged paintwork and touching up of worn walls, skirting and door frames.
- Support with grounds maintenance – weeding, use of small power tools, pedestrian mower, strimmer.

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.

- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
January 2025

PERSON SPECIFICATION – PORTER

MINIMUM CRITERIA	DESIRABLE CRITERIA
Qualifications	<ol style="list-style-type: none"> 1. Basic first aid 2. Fire warden 3. CIEH Health & Safety or willing to train to this level 4. Pool plant operator qualification or willing to train towards
Knowledge and Experience <ol style="list-style-type: none"> 1. Experience of portering, caretaking, handyman etc., or similar duties 	<ol style="list-style-type: none"> 1. Experience of using machinery such as buffers, scrubbers and lifting equipment
Skills and Abilities <ol style="list-style-type: none"> 1. Ability to carry out cleaning, repairs and some maintenance work 2. Ability to lift and move furniture/equipment/beds 3. Ability to read and understand both verbal and written instructions 4. Numerate 5. Able to adapt and respond to a variety of situations sometimes outside of the normal scope of the job 	<ol style="list-style-type: none"> 1. Ability to use basic computer applications i.e. word & email 2. Ability to use a PDA or similar computerised device for generating work tasks
Personal Qualities <ol style="list-style-type: none"> 1. Willingness to work as a member of a team, or on own initiative 2. Ability to work with minimum supervision when required 3. Reliable 4. Flexible 5. Responsive to service users needs 6. Helpful and willing 	
Physical Skills and Effort <ol style="list-style-type: none"> 1. Constant standing/walking 2. Climbing access ladders 3. Bending, kneeling and crawling 4. Working safely at heights 5. Working in confined spaces 6. Manual Handling requirements within MH guidelines 7. Requirement for physical effort 8. Pushing trolleys / heavy beds 9. Able to wear appropriate protective clothing 	
Personal Circumstances <ol style="list-style-type: none"> 1. Prepared to work shifts and some weekends 	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY.

If you have not heard from us within 3 weeks of the closing date please assume you have been unsuccessful.