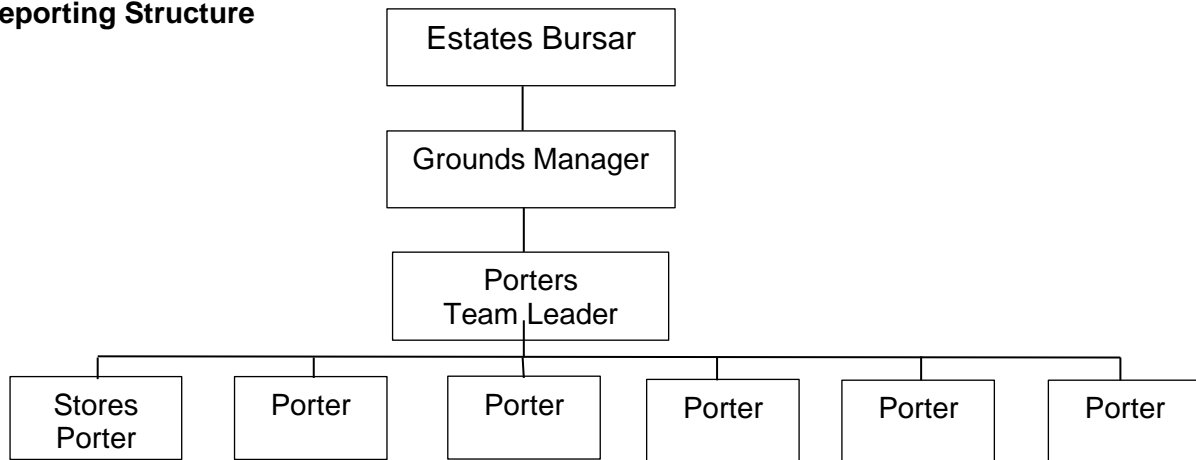




<b>JOB DESCRIPTION</b>			
<b>Department</b>	Support Services	<b>Date</b>	October 2021
<b>Responsible to</b>	Grounds Manager	<b>Responsible for</b>	Provision of help around the site as specified
<p><b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>• The provision of a daily collection and delivery of laundry to and from various points around the site as required by the users of the service, including CHEL during the periods the site is let.</li> <li>• Event Management – setting up and taking down all equipment and furniture needed, putting out signage as required for School (for example meetings or exams) and commercial functions (Weddings or Conferences).</li> <li>• To respond to official Log It requests from other members of staff that have been authorised by the Grounds Manager, Team Leader or Help Desk Administrator and printed off as work sheets. Examples include, but are not limited to, moving Sports Equipment, erecting tents and gazebos, and setting-up for lectures, talks and visits.</li> <li>• Setting up and dismantling venues as required for internal and external exams as directed by the Exams Office and Team Leader.</li> <li>• To assist the Accommodation Manager with accommodation and furniture practicalities as required, including moving heavy furniture such as wardrobes, beds, sofas once it has been assessed to see that it can be actioned in-house and a Log It has been put on the system.</li> <li>• To distribute stationery around site daily, as required.</li> <li>• To assist with car parking for events, both during normal working hours and during weekend functions as required. See note under Additional Work Elements below.</li> <li>• To deliver the large parcels received, for official use only, around the site that the Parcels Porter is unable to deliver in the pool vehicle, if available, for example the large wardrobe containers that arrive for Wardrobe Dept.</li> <li>• To collect and deliver goods to and from other locations off site when required.</li> <li>• To move cleaning materials and any equipment around the site when necessary.</li> <li>• Reading meters at required points around the site, including staff accommodation.</li> <li>• The provision of a regular and timely site clearing and bulk disposal service and maintenance of a clean and tidy bulk waste disposal compound.</li> <li>• To assist the Wardrobe Manager with deliveries and collections and other wardrobe practicalities as required. This will include disposal of condemned uniform, collection and delivery of dry cleaning, sewing machines etc.</li> <li>• To provide transport and portorage services for school functions off site such as concerts and parades.</li> <li>• To facilitate office, department, school and residential moves around the site.</li> <li>• Assist other Support Departments as required.</li> </ul>			

- Man the Goods Inwards store to accept parcels and deliveries when the Stores Porter is on leave or not available. See separate job description for Stores Porter.
- Other tasks that are dictated by the work generated that would fit appropriately within this role.

**Reporting Structure**



**Responsibilities/Accountabilities**

- To demonstrate a commitment to improving and developing the organisation’s processes and facilities
- To carry out such duties that may be reasonably required by your line manager

Christ’s Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**PERSON SPECIFICATION**

<p><b>Experience</b> <i>(Types of experience needed)</i></p>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• Previous experience in a similar field.</li> <li>• Essential Knowledge of Microsoft Word, Internet and Outlook due to online training and using computer systems at the goods inwards store</li> </ul>
<p><b>Qualifications</b> <i>(Minimum qualifications needed, relevant experience may be a substitute)</i></p>	<ul style="list-style-type: none"> <li>• Manual Handling and Working at Height training would be desirable, but not compulsory as training will be given.</li> </ul>
<p><b>Skills &amp; Abilities</b> <i>(Written/oral communication, dealing with public, team working skills, etc.)</i></p>	<ul style="list-style-type: none"> <li>• Demonstrable ability to perform tasks of a physical nature including lifting, handling, bending, twisting, pulling, pushing (Essential)</li> <li>• Physically able to manage a range of, sometimes repetitive, lifting and handling activities either alone or as part of a pair, including while climb stairs. (Essential)</li> <li>• Proven ability to work within a team and also to be a good self-starter and use own initiative (Essential)</li> <li>• Ability to work under pressure, meet deadlines and process multi-faceted requests for Support Services</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Needs to be a holder of full UK Driving Licence</li><li>• Excellent customer facing skills</li><li>• Flexible with start and finish times, standard hours of work are 07.30 to 16.00 Monday to Friday with one hour (unpaid) for lunch</li></ul> |
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**Additional Work Elements**

- From time to time you may be required to assist in other duties in support of other activities at Christ's Hospital. These duties will not when considered in total be to an extent which changes the overall character of your job.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared
- There are approximately 10 – 13 weekends during the year, when it is expected that all the Portering team will work regardless of rotas. These include Open Days, Parents Day, Speech Day, Beating Retreat, and Initial Assessment Days. Overtime or time in lieu will be given.
- The early May Bank Holiday is usually a normal working day, as the school is in session. A day off in lieu will be given.

**HR REFERENCE DETAILS**