



## Job Description

1. **Job Title:** Porter
2. **Responsible to:** Head Porter / Soft Services Manager
3. **Job Summary:** To support the HP in the delivery of the portering services to support the operational needs of the College.
4. **Duties and Responsibilities:**
  - a. Code of Conduct
    - Maintaining good time keeping hours including relief times for breaks as dictated by employment contract.
    - Referring any personnel issues relating to the working environment initially to the Head Porter or Soft Services Manager.
    - Ensuring that issued uniforms are worn and kept in a clean and presentable standard.
    - Complying with College Health & Safety Policy.
    - Comply with the College's Safeguarding policy and protocols including the supervision of contractors as required.
  - b. Service Support
    - Carry out routine portering duties as directed by the Head Porter
    - Arranging the delivery of supplies to areas of The College campus
    - Assistance with deliveries of furniture and equipment to College sites, sometimes at short notice
    - Ensure that deliveries are taken from reception to the appropriate location in a timely fashion as required.
    - Ensure venues are prepared for events/bookings both regular and one off, including the set up of required furniture, equipment etc. and cleared down following the conclusion of the event/booking.
    - Provide operational support around boarding houses, day houses and on campus for the College commercial lettings program.
  - c. Cleanliness
    - Ensuring a high standard of cleanliness keeping all areas, both internal and external are neat and tidy on a daily basis as tasked by the SSM/HP
    - Compliance with the safe use of chemicals policy and COSHH requirements, this includes the use of warning signs (i.e. wet floor etc)
    - Delivery of cleaning equipment and supplies to College locations
    - Maintaining and replenishing dispensers (i.e. roller towels, toilet rolls, centre feed and soap dispensers) as required.
    - Respond to requests for cleaning services as required.
  - d. Fire & Evacuation
    - Be aware of fire evacuation muster areas location and use of fire fighting appliances
    - A full understanding of how the fire alarm systems operate
    - Assistance with College Day Fire Drills when required



- e. First Aid
  - Being aware of location of first aid boxes.
- f. Security
  - Maintaining a vigilant approach to potential breaches of security such as unlocked buildings, insecure equipment, open doors and windows and intruders on site
  - Ensuring that keys when not in use are returned to the secure location in which they are kept.
  - Assist with the opening up and locking up of campus buildings as required.
  - Report any suspicious circumstances to the SSM/HP/Premises Officer or in their absence to the Head of Facilities Management.
- g. Maintenance
  - Reporting any damage to the fabric of the College to the necessary department
- h. Other Duties:
  - Perform other such duties within the scope of this position, as may be determined by the Soft Services Manager or Head Porter

## 5. Terms and Conditions

**Salary:** £11.44 per hour / £18,069 p.a.

**Hours of work:** This role is for an average of 30 hours per week worked over a five-week rota all year round. The hours are worked between 7.00am and 8.15pm normally 4 working days per week to include one full weekend every five weeks.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you must also contribute 3% of your gross salary. You may choose to opt out of the pension scheme.

**Holiday:** Four weeks paid annual leave plus Bank Holidays to be taken by arrangement with the Soft Services Manager.

### **Other benefits include:**

- Life Assurance
- Free use of College sports facilities including pool and gym
- Annual pay review
- Two free Theatre tickets to Charity performances
- Employee Assistance programme.
- Easy public transport connections

## 6. Application Process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.



For further information and/or if you would like to arrange an informal conversation about the role, please contact Human Resources Department on [hr@eatbourne-college.co.uk](mailto:hr@eatbourne-college.co.uk) or tel: 01323 452288.

Closing date for applications is Friday 12 April 2024.

## 7. Safeguarding and Equal Opportunity Statements

*Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.*

*Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.*

March 2024