

ST MARY'S SCHOOL ASCOT

Job Description and Person Specification

School Porter



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title**. School Porter.
2. **Location**. St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background**.

St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 380 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: www.st-marys-ascot.co.uk

The School benefits from a wide variety of purpose-built accommodation constructed over the last 115 years under the leadership of the resident order of nuns (Institute of the Blessed Virgin Mary) and latterly a lay Board of Governors. The main building, initially constructed in 1885, has been added to over the years with a variety of wings built to varying standard and quality. The main building is principally used for classroom accommodation, dining facilities and offices. Pupil accommodation is provided upstairs.

Surrounding the main building there are several stand-alone faculties including the Art, Music and Science Departments. More recently, the school has invested in two new flagship buildings: the Rose Theatre and the Orchard Centre sports complex and a new Upper Sixth accommodation unit with new staff housing and a stand-alone Pastoral Centre.

The grounds are principally dedicated to open playing fields and woodland. Within the grounds there are 12 houses used as staff accommodation. This includes Gilmuire, which is a large stand-alone residence converted into staff flats and Errollston House, formerly the convent, which has been converted into senior staff housing.

4. **Primary Role**. School Porter (SP) primary role is to provide porter duties across the school under the direction of the Estate support Manager (ESM)
5. **Line Manager**. The Line Manager for the School Porter is the Estate Manager.
6. **Responsibilities**. The key elements of this role include but are not limited to:

- To assist with all porter duties
- To assist with the parcel office
- To assist with Trunks
- To undertake any water flushing, water temperature checks, emergency light checks and utility reading and any other tests as requested by the ESM
- To set up classroom moves, exams and function requirements.
- To undertake any porter requirements where practical under the direction of the ESM
- To undertake the cleaning and maintenance of the school vehicles under the direction of the Senior Porter.
- Have a clean driving licence.
- Be prepared to make collections of materials from local suppliers.
- Undertake Minibus driving when requested, (Midas training will be provided)
- Undertake tasks requested from the ESM and Estate Manager.
- Provide assistance to all trades and departments within the school if requested by the ESM
- Maintaining of proper records, as advised by the ESM
- Be prepared to undertake any training required to fulfil and develop his/her role such as Portable Appliance Testing.
- Ensure he/she undertakes all roles in accordance to Health and Safety including the correct wearing of PPE for all tasks.
- To assist with school functions and events outside normal working hours, such as Trunks, Open day and car parking.
- Assisting and developing the event signage.
- Undertake the daily task of topping up the school salt in the water softening plant and informing the Estate Manager when stock is low.

7. **Person Specification.** The School Porter will require the following characteristics:

- To carry out all tasks with a friendly, polite and positive attitude.
- A practical and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.
- He or she must be proactive, being able to work in a busy and sometimes hectic environment.
- He or she must have a sense of humor and great patience.
- He or she must always be committed to producing first class results.
- He or she must be flexible in his approach to work and willing to cross boundaries; the support staff ethos at St Mary's School Ascot is to help and assist each other to resolve problems and not stand back because the issue is not within one's own department.
- He or she must be a team player and get involved with anything should it be necessary.
- A good knowledge of health & safety regulations, (Training will be provided)

- Comfortable in communicating both verbally and in writing to all members of staff including senior management.
- Be able to provide excellent support for the ESM

8. **Terms and Conditions of Employment.**

- This is a full-time appointment based on approximately 40 hours per week. The incumbent is expected to be flexible in his or her attitude to hours of work and, as expected with a supervisory role, will manage working hours in line with the needs of the school.
- The SP will be expected to be in work between 8.00 am and 4.15 pm although this can be varied following discussion with the Estate Manager.
- The SP hours take into account a 45 minute unpaid lunch break.
- There will be a regular requirement to support the school's activities in the evenings and at weekends, reflecting the full boarding nature of the school.
- The SP will be entitled to 28 days holiday during the first year rising to 33 days holiday in the second year and 38 days holiday in the sixth year; these figures include bank holidays. Bank holidays falling within the school term are working days.
- The SP will be required to complete a 3-month probationary period during which the notice will be 1 week by either side. The school reserves the right to extend this probationary period.
- The SP will be required to give 1 months' notice after completion of the 3-month probationary period.
- The annual salary for the school porter will be £20,000.

9. **Applications.** A short letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by 3 February 2020 to: **Mr Trevor Clark, Estate Manager, St Mary's School, Ascot SL5 9JF.** First interviews will be held on 10 February 2020.