



# OUNDLE

## School Porter

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The portering service is provided from 7am to 8pm seven days a week, across all areas of the School including Boarding Houses. At key times, Porters will be designated to a House; at other times, the service will be provided by a small team of six full time Porters, including the Head Porter & Minor Contracts Manager. A schedule of work is set by the Head Porter & Minor Contracts Manager in advance. Some activities are scheduled (post, laundry, waste), others will be on an ad hoc basis.

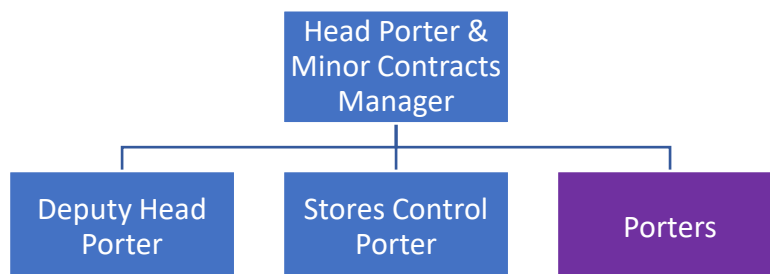
The Porters are responsible for ensuring that all areas of the School are prepared and ready for use, according to the demanding calendar of curricular, extra-curricular, and pastoral requirements, which results in work peaks at different times of the year. Their role is to keep the School buildings, classrooms, boarding houses and associated areas ready and prepared for use. This means they are required to undertake, organise and facilitate deliveries, removals, storage and refuse disposal. In undertaking these duties, the Porters also play a key role in ensuring the success of the commercial enterprises operation (Lets). In addition, the Porters drive the minibus to and from the swimming pool, school sporting events and outings for Laxton Junior School. On occasions, the Porters also drive the minibus for the Senior School.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



## Role details

Working within the School Services team, the role holder will report to the Head Porter & Minor Contracts Manager (and Deputy Head Porter in the absence of the Head Porter & Minor Contracts Manager).



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

### Set-Up and Readiness:

- Prepare rooms, buildings and grounds around the School to ensure readiness for regular events, such as:
  - Set up of classroom and teaching facilities.
  - Providing a pre and post Quarter service to the Boarding Houses.
  - Examinations.
  - General Studies and Society Nights.
  - Assemblies.
  - House receptions (parents' drinks/lunches, Christmas Dinner, Leavers' Dinner etc).
  - Parents receptions.
  - Concerts and events.
  - Sports teas.
  - Christmas and other festive events.
  - Speech Weekend and the annual Balls.
  - Lets and other outside events.
  - Weddings.
  - Ad hoc events as and when required.

### Furniture and Equipment Moving:

- Move furniture and large items around the School as requested/required.
- Help with the delivery of furniture and large equipment to classrooms and the boarding houses.
- Remove and dispose old, worn and broken furniture or equipment.

### Access:

- Manage and provide the day to day access of buildings as required throughout the School.
- Provide access and lock-up buildings for external Lets.

#### Waste Management:

- Put out rubbish for collection at the right time throughout all School areas.
- Recycle waste throughout all School areas.

#### Deliveries:

- Distribute and deliver post and supplies throughout the School and boarding houses.
- Collect dirty laundry and deliver clean laundry throughout the School and boarding houses.

#### Minibus Driver:

- Drive the minibus in an appropriate and safe manner.
- Help the children get into and out of the bus.
- Keep the bus clean and tidy, and adequately maintained (water, fuel etc.).
- Ensure the bus is serviced and maintained as agreed with the Transport Manager.
- Follow the schedule of driving as identified by the LJS Headmaster or the Head Porter & Minor Contracts Manager.
- Complete and maintain vehicle records.

#### Other:

- Carry out any other duties associated with the role as may be reasonably required by the line manager.
- Ensure the appropriate Personal Protective Equipment is worn/used in accordance with the School's guidance and expectations in this area.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
A current full valid UK driving licence with no more than six points.	•		Application form Interview
A current full valid UK driving license with D1 or D Category, with no more than six points.		•	
GCSE English Grade D or above, or equivalent qualification, or equivalent ability displayed	•		
A nationally recognised First Aid qualification		•	
MIDAS Certificate*		•	
Skills and Experience	Essential	Desirable	Method of assessment
Good verbal communication skills to interact positively with children, young adults, all members of staff and the public.	•		Application Form
Ability to read and write effectively	•		
Ability to estimate time to complete tasks	•		
Basic numeric understanding	•		
Some familiarity with technology	•		
Ability to lift weights (maximum 20kg)	•		
Experience and knowledge of safe working practices and basic health and safety legislation (manual handling and working at heights)	•		Interview
Experience of working in a customer service role	•		
Ability to lift and carry desks, chairs and other such items on a regular basis	•		
Ability to work at heights	•		References
Have a clear understanding of the responsibilities of a van/minibus driver to other road users and pedestrians	•		
Assembling technical equipment such as PC projectors		•	
Driving experience with a van/minibus.		•	
Have a clear understanding of van safety including loading vehicles, Load Safety distribution and tie down secure /bracing of vehicle loads		•	
Understand and carry out and record all the daily mandatory Driver Safety checks on the van prior to use		•	

Some experience of vehicle defect recording and reporting system to a Line manager		•	
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Well organised and capable of prioritising own workload	•		Application Form
Responsible, honest and reliable	•		
A positive and flexible approach towards customer service	•		Interview
Courteous and understanding approach	•		References
Ability to work alone and as part of a team	•		
Remains calm under pressure	•		

\*or evidence of working towards passing the test within 6 months of appointment.

There is some heavy lifting as furniture and equipment is moved on a regular basis around the School – all porters must be sufficiently fit to undertake the full range of duties required in the role. They are required to have a regular medical check.

The person in this role must hold, and continue to hold, a current, valid driving licence. The job holder may be requested to produce this at any time upon reasonable notice. Any endorsements or "points" on a current driving licence must be reported and declared to the Line Manager. Any criminal convictions for any motoring offences must be reported to the Line Manager immediately including the date and details of the offence. The job holder is expected to inform the Line Manager if any such charge is made. The loss of a driving licence through a conviction must be reported immediately to the Line Manager and depending on the circumstances, and following investigation, this could potentially result in the termination of employment.

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

To apply, please visit our Recruitment website at: [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

If you have any questions about the role, please contact:

**Human Resources**

**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**

**Email:** [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk) / **Tel:** 01832 277193

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's website.

## Information for applicants

Start date	As soon as possible upon completion of pre-employment checks (typically 4-6 weeks), and dependent on notice period.
Hours of work	You will work an average of 40 hours per week. The days and hours worked will be flexible as required to meet the needs of the role. Occasional hours on Saturdays and Sundays will be required. All meal breaks are non-working hours and unpaid.
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	FTE £24,107 You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days and this is in addition to the holiday entitlement. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Holiday is not to be taken days prior to and the weekend of speech/leavers ball, nor the first week of Oundle School summer holidays.
Other	We also offer: <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Discounted membership of the Sports Centre and swimming pool</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School term times</li> <li>• Free car parking (subject to availability)</li> </ul> <p><i>Some of the above are non-contractual</i></p>