



PART-TIME PORTER JOB DESCRIPTION

Reporting Relationships

The Part-time Porter will report directly to the Senior Porter.

Duties and Responsibilities

The nature of the job is such that it requires a degree of adaptability, especially as the Porters are on duties at times when many other members of staff are not around (such as evenings and weekends). Accordingly, it is essential that they are willing to be helpful and accommodating at all times.

General Duties

The post holder will be required to carry out or assist with the following duties:

- To lock and unlock the College, set and disable alarms, to carry out checks on College vehicles as set out on the Security schedule.
- To lock and unlock classrooms on the main site and to re-arrange classroom furniture as and when required.
- To monitor property including residential property for open windows/doors.
- To ensure all fire doors are kept closed at all times. The Fire Log-books must be kept up to date.
- To challenge any unauthorised visitors or persons acting suspiciously, and to record details of any such persons.
- To change tapes on security cameras and to ensure that the equipment is functioning properly.
- To ensure a presence is maintained on the main site for security reasons.
- To ensure that the central establishment keys and the central residential keys are kept secure at all times.
- To drive the mini-bus to take students/visitors to various locations and the delivery of parcels/post between College sites.
- To deal with planned and emergency fire alarm calls and other security issues.

Reception

- To distribute student mail.
- To answer telephone calls during the evenings and on weekends, and to take and pass on messages.
- To assist visitors during the evenings and at weekends, to assist new student arrivals and to assist during special days, i.e. open day/graduation.
- To distribute parcels received at the College.
- To provide occasional cover for Receptionists.

Vehicle Maintenance

- To ensure the College vehicles are checked daily and topped-up with fuel.
- To ensure vehicles are serviced in accordance with the servicing log.
- To take and record bookings for the College vehicles as requested.

- Any of the above if carried out during the evenings or at weekends should not compromise site security.

Cleaning

- To ensure that the staff room is tidy and that used crockery is washed.
- To ensure the porter's lodge area is kept tidy and clean at all times.
- To ensure that areas surrounding buildings are maintained in a clean and tidy conditions
- To tidy up the hall after College functions.
- To assist with the St. Clare's recycling scheme.

General Maintenance

- To assist in general maintenance as required, general handyman duties, moving furniture and luggage, driving College vehicles including minibuses, picking up and delivering stores.
- Setting up chairs etc in the hall or other areas as requested.
- Setting up classrooms as requested

General

- To work within the College's health and safety requirements.
- To deal with any problems or student queries that may arise during the evenings and weekends.
- To represent the College to students, parents and visitors,
- To carry out any other duties as directed by the Senior Porter and Estates Manager.

Person Specification

The successful applicant will have demonstrated the following skills and attributes:

- Capable of working as an individual or as part of a team
- Capable of working on his/her own initiative
- The ability to deal assertively and appropriately with intruders and others who may pose a potential threat to the security of students or staff.
- An open and positive personality with good communication and interpersonal skills, and the ability to deal respectfully with students, staff and the public.
- A clean driving licence (there will be compulsory training to drive vans and minibuses).
- An awareness of health and safety requirements.
- Adaptable and willing to support other teams and members of staff.

TERMS AND CONDITIONS

Working time

Approximately 16 hours on a weekly rota, to include evenings, some early mornings, day, and weekend shifts.

Salary and benefits

Salary range pro-rata of £18,414 - £21,239 per annum. Contributory pension, Life Assurance Plan.

Annual cost of living increases are considered on the 1 September each year.

Pension

A contributory pension is offered through St Clare's group personal pension scheme. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.

There is a death-in-service benefit of four times annual salary

Probationary Period:

The first six months will be probationary, within which notice is one week on either side. Thereafter notice is one month on either side

References and Checks

All offers of employment and contracts are issued subject to satisfactory checks and clearances. In most cases, taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to undertake additional checks on all employees working with our residential students who are under 18.

Full written references, and phone references on quoted referees, including current employer, may be obtained before or after interview. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer.

Police checks / Barring and Disclosure checks will also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct is acceptable if you are returning from abroad.

Contact with all previous employers where the employee has worked with children or vulnerable adults is also required. This is to establish the reason for leaving the position. On occasions, further information and a reference may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee/prospective employee has given consent for this contact, and no specific consent of the employee / prospective employee will be sought.

The College reserves the right to contact any previous employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of people working with students who are under the age of 18.

Please apply by completing the **Application Form for Non-Teaching jobs**, available on the Jobs section of the college website – www.stclares.ac.uk/jobs. This must include a detailed letter explaining how you would be particularly suited to this position.

Please send your applications to: Recruitment - Human Resources
St. Clare's, Oxford
139 Banbury Road
Oxford OX2 7AL

Telephone: 01865 552031 Email: recruitment@stclares.ac.uk

The deadline for applications is on Friday 26 April 2013