



JOB DESCRIPTION – College Porter

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	College Porter
Purpose of Role	<p>To be the visible face of the College for welcoming visitors, and for issues relating to security, fire safety and other allied duties.</p> <p>The role is one that requires a degree of adaptability and flexibility as the Porters are on duty at times when many other members of staff are not working, such as evenings and weekends. Accordingly, it is essential that the Porters are willing to be helpful and accommodating.</p>
Reporting Structure	The College Porters report to the Senior College Porter and then to the Head of Health and Safety and Security.
Key Responsibilities	<p>The post holder will be required to carry out or assist with the following duties:</p> <p>Security</p> <ul style="list-style-type: none"> • Locking/unlocking College buildings and classrooms including setting and disabling alarms, as per the College Security schedule. • Dealing with alarm activations, CCTV surveillance and access control equipment. • Regularly patrolling all college premises and ensuring personnel, buildings, and equipment are secure and identifying any irregularities with the security of the campus and ensuring issues are logged and reported in a timely manner in the security logbooks. • Examining doors, windows, and other points of entry to ensure security both during the day and overnight. • Being vigilant and aware of any issues such as loitering, smoking or the carrying of forbidden articles and reporting irregularities, such as security breaches, facility and safety hazards, and emergency situations. • Approaching suspicious persons and deescalating possible issues with professionalism and notifying the police of suspicious activity if necessary and completing incident reports as and when required. • Escorting visitors, students, and staff when required by foot or using College minibus transport. • Patrolling and monitoring parking areas to ensure all staff vehicles are parked correctly and all parked cars are displaying a St Clare's parking permit and/or are authorised. • Offering basic 'welfare' advice and 'first aid.' • Issuing keys in accordance with agreed procedures. • Chauffeuring duties; transferring casualties to hospital and to residence buildings. • Regularly updating access control software and hardware (SALTO) to ensure it is working as intended. • Maintaining accurate records and keeping documentation up to date. <p>Fire Safety</p> <ul style="list-style-type: none"> • Carrying out fire system testing, keeping logbooks up to date, assisting with emergency evacuations and ensuring fire doors are always closed. • Dealing with planned and emergency fire alarm calls and other issues. • Working within the College's health and safety requirements and assisting in the achievement of health and safety compliance.

	<ul style="list-style-type: none"> Supporting the Head of Security and Health and Safety with maintaining the Fire Action Plans and ensuring that fire safety within the College is at an appropriate level and responsive to the changing College needs. Supporting the Head of Security and Health and Safety by ensuring the fire safety infrastructure is fit for purpose and that any faults or issues identified are dealt with promptly. Conducting investigations into fire incidents and liaising with the local fire service if appropriate. <p>Reception</p> <ul style="list-style-type: none"> Welcoming visitors to the campus, dealing with queries and ensuring the reception area promotes a professional image at all times. Checking-in visitors via the VMS and notifying the appropriate member of staff of their arrival. Receiving incoming mail and parcels, maintaining records and organising distribution around the College. Acting as a point of contact for the college for all enquiries either by telephone, email, or in person. Assisting with new student arrivals and at events such as open days and graduation. Providing high quality administrative support and assistance, when required, to members of St Clare’s community. Ensuring awareness and compliance with all policies and procedures relating to child protection/safeguarding, health and safety, security, confidentiality, and data protection. <p>General Duties</p> <ul style="list-style-type: none"> Checking College vehicles daily, maintaining fuel levels and ensuring servicing is completed in accordance with logbook requirements. Taking and recording bookings for College vehicles and issuing vehicle keys in accordance with the College’s Vehicle Procedure. Preparing the College Hall and other venues around the College in preparation for events and tidying up after functions. Maintaining the campus by picking up litter, emptying overflowing litter bins on a regular basis and ensuring communal areas are well maintained. Assisting with general maintenance as required, moving furniture and luggage, driving College vehicles including minibuses, picking up and delivering stores, and serving the community with any task necessary for the business of the College. Maintaining and replenishing paper stocks and printer ink located across the campus. Reporting (verbally and in writing/email/SIR) all serious incidents and near misses. <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The College Porter may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
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PERSON SPECIFICATION

The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:

Occupational Requirement	<ul style="list-style-type: none"> Must be over 21 years old (for vehicle insurance reasons) (E)
Education and qualifications	<ul style="list-style-type: none"> GCSE Maths and English or equivalent (D)

	<ul style="list-style-type: none"> • A full UK driving licence, held for a minimum of two years, with no more than three points (vehicle insurance reasons). There will be compulsory training to drive vans and minibuses (E)
Knowledge, skills and experience	<ul style="list-style-type: none"> • An awareness of health and safety requirements (E) • Experience of handling security issues in a similar environment (D) • Experience of using Microsoft Office (E) • Experience of working in a customer facing role (E) • Experience of administrative work and/or accurate record maintenance (E)
Personal skills and attributes	<ul style="list-style-type: none"> • Capable of working on own initiative (E) • Adaptable and willing to support other teams and members of staff (E) • Capable of working both alone and as part of a team (E) • Excellent interpersonal skills and a track record of building good working relationships including people from diverse backgrounds (E) • Able to communicate clearly, concisely, respectfully and professionally (E) • Able to prioritise workload and make decisions (E) • Professional with experience of dealing with confidential information (E) • Ability to work flexibly to meet deadlines, to work under pressure and to manage competing and changing priorities (E) • A commitment to safeguarding our students in line with the College's safeguarding policies (E)
TERMS AND CONDITIONS	
Terms of Employment	Permanent, full-time contract
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	40 hours per week worked according to a weekly rota, including day, evening, and weekend shifts.
Salary	<p>Range to £28,462 per annum from 1st September. Starting salary will be dependent on skills and experience.</p> <p>Salaries are reviewed annually with any increase normally effective from 1st September.</p>
Holiday	<p>26 days' annual holiday entitlement, plus bank/public holidays.</p> <p>Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).</p> <p>The College is closed annually from 24th December to 1st January inclusive. The Employee will be required to book holiday during this period.</p>
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Meal	A free meal is provided in the College dining room on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance • The College offers a confidential 24/7 Employee Assistance Programme

	<ul style="list-style-type: none"> • A cycle to work scheme is offered
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REFERENCES AND PRE-EMPLOYMENT CHECKS

St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work. If you don’t already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.
Police checks/ DBS	Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.

HOW TO APPLY

Applications	Applications must be made using the College’s standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/ CVs will only be accepted if accompanied by a St Clare’s application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Contact us	Email: recruitment@stclares.ac.uk Telephone: 01865 552031
Deadline for applications/ Interviews	This role will close at 9am on Friday 9th August 2024 . Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available. Interviews are likely to take place in the week beginning 12 th August 2024.