

**JOB DESCRIPTION**  
**For TRENT COLLEGE LIMITED**



**TRENT**  
COLLEGE

**Date produced/reviewed/by: 19/07/2021 - Director of Operations**

**1. Position Title: Building Services Porter**

**2. Overall scope of the post:**

Founded in 1866 Trent College is a leading co-educational school and occupies a prominent site of approximately 42 acres on the edge of Nottingham. As well as a senior school on site there is a junior school, the Elms, which shares the schools' facilities and operational services. At present there are approximately 1250 pupils on the campus from the age of 6 weeks to 18 years 150 including around 150 Boarders.

The team of Building Services Porters are responsible for the provision of daily services and providing general support to all activities that take place on and around the school estate. Under the management of the Head of Building Services the team undertakes minor maintenance, event layout & setup tasks, general logistics & portering duties, periodic cleaning and some daily cleaning. The Building Services Porter team will also assist the Trent College security team in maintaining overall security of the school estate. The Building Services Porter team are also responsible for receiving and distributing all post and deliveries across the school estate. All members of the Building Services Porter team are expected to take pride in the presentation of the school estate at all times. The role of the Building Services Porter is wide and varied and all members of the team are expected to take a keen interest in the life of both Trent College and The Elms.

**3. Responsibilities, tasks and duties:**

**Maintenance, Repair & Refurbishment**

The Building Services Porters will be responsible for the undertaking of basic maintenance across the school estate. Tasks are likely to include: light bulb and tube changing; hanging pictures; painting and other basic building repair/maintenance tasks. More major building repair tasks must be reported to the relevant team/person. The Building Services Porter team will be responsible for the external cleanliness of buildings including window cleaning, de-cobwebbing and gutter cleaning. The undertaking of 'Builders Cleans' after new build, maintenance and refurbishment works will also be common.

**External Areas**

The Building Services team will undertake a range of external maintenance and repair tasks including: sweeping & cleaning of play space areas and paths; the clearing of snow & ice; occasional lawn mowing and grounds & gardens maintenance tasks. The highest standards of both internal and external presentation are essential at all times.

**Cleanliness & Hygiene**

The Building Services Porters will be responsible for the collecting and collating all waste and recyclable material from across the school estate and preparing it for collection. Other waste & recycling duties will include the emptying, maintenance and cleaning of external bins and litter picking in both internal and external areas. The Building Services Porter team are responsible for many regular and periodic cleaning and hygiene tasks. Such tasks that must be completed to the highest of standards include; the daily cleaning of toilets and wash areas not attached to a specific building, daily & emergency cleaning as required, hard indoor surface maintenance and cleaning including the use of associated chemicals and products, deep carpet cleaning, the cleaning of windows and cleaning in areas that cannot be assessed by the Cleaning & Laundry team, e.g. areas that require working at height or use of specialist equipment. The Building Services Porters will be responsible for the early morning cleaning of the school swimming pool (the Ikin Baths) when the Swimming Pool Cleaner is on holiday or absent from work.

**Logistics & Portering**

The Building Services Porter team will fulfil all furniture set-up requirements for regular events and occasions. This will include - assemblies, staff briefings, concerts, plays, meetings, exams, speech days, parent's evenings etc.

**Security & Safety**

The Building Services Porter team will assist with the management of security arrangements to allow outside contractors to perform their necessary tasks. A key element of daily work is the opening up and securing all buildings at the beginning and end of the daily business. All staff must remain vigilant at all times and alert

the relevant persons of suspicious persons or activities. All building services staff will play a full part in the school fire procedures including specific tasks that may be given. All members of the Estates Services Team are expected to take pride in the overall presentation of the Estate. To this end, all Estate Porters are expected to ensure the highest standards of external cleanliness at all times

### **Vehicles**

The Building Services Porter team will assist with the maintenance and cleanliness of the school's vehicle fleet. This will include refuelling and at times driving vehicles on the road.

### **Tools, Equipment & Vehicles**

All equipment used by the building services porter team must be stored in the correct secure places. Tools, equipment and vehicles must be well cared for and put back in the correct place after use. Any damage, loss or un-functionality must be reported immediately.

### **Specific Areas/Zones of Responsibility**

The Building Services Porters will be allocated areas/zones of specific responsibility. These areas/zones are not intended to be to be the sole focus of the allocated Building Services Porter but the allocated Porter must take a full interest in the presentation of the area/zone and the needs of those that use/work within the area/zone. Within their areas/zones, the Building Services Porter will be primarily responsible for a range of tasks including: repairing of minor damage and broken items; the reporting of more significant issues; out of term time additional deep cleaning; external cobwebbing; window cleaning; hard floor cleaning & treatment; carpet cleaning and play area/patch sweeping.

### **Any Other Duties**

To carry out all other duties as the school may reasonably from time to time be requested either orally or in writing. The role of the Building Services Porter is wide and varied and all members of the team are expected to take a keen interest in the life of the school.

### **4. General Health and Safety:**

As required by the Health and Safety at Work Act 1974, Trent College is committed to ensuring the Health and Safety of all who learn, work, live and visit the school. All safety instruction must be obeyed and required training undertaken. All accidents and near misses must be reported and recorded. Should medical assistance be required on site the Medical Centre must be contacted by phoning 6999 or by finding your nearest first aider. If deemed necessary, please do not hesitate to dial (9) 999.

### **5. Professional Development:**

The post holder is required to maintain and develop their professional knowledge to the highest of standards, keeping abreast of technical developments and best working practice. Such knowledge will be gained by reading trade journals and attendance to regulatory training and courses as instructed.

### **6. Line Management:**

The Operations Department which includes Building Services, Gardens & Grounds, Catering & Hospitality, Cleaning & Laundry, Security, Safety, Transport and Commercial Activities/Lettings is under the overall leadership, management and control of the Director of Operations.

The Building Services Porter reports directly to the Head of Building Services. At times, the Building Services Porter team will also be issued jobs by and supervised by either the Head of Gardens & Grounds or Building Services Charge Hand.

## **7. Working Hours/Shift Pattern:**

*Week 1:*

Monday to Friday: 0600 - 1430

*Week 2:*

Monday to Friday: 1100 - 1930

It is stressed that the above shifts run all year round both in and out of term time to enable daily services to be provided to both the school and holiday lettings.

*Saturdays:*

A rota system is to be worked for Saturday mornings and in many cases only one Porter will be required to work on Saturday morning; however, there will be times when extra support is needed.

*Holidays:*

Holiday Entitlement: Five weeks per calendar year, three of which will be taken in the school holiday periods and two of which will be taken in term time, plus statutory Bank Holidays.

## **8. Job Specific Requirements:**

The role of Building Services Porter would suit any individual who has experience of basic building maintenance/building services. Whilst training will be give an understanding of Health and Safety is important. The role does include a large amount of lifting and carrying. The ability to work as part of a team and remain calm under pressure is essential. A willingness to take a keen interest in the life and work of the school community is essential.