



STONYHURST ST MARY'S HALL

Porter

The core purpose of the role of the Porter is to provide general portering assistance under the direction of the Domestic Bursar and Domestic Supervisors here at St.Mary's Hall.

Key responsibilities

- Ability to work as needed in other parts of the campus as and when required due to pressure of work/lettings.
- To comply with all health and safety requirements of the campus as outlined in departmental procedure manuals.
- To engage in portering duties as part of the Domestic Departmental team. There will also be a requirement to carry out certain domestic cleaning routines throughout the working week.
- To undertake any other duties, commensurate with role, as directed by the Domestic Bursar and/or Domestic Supervisors

Professional and Personal Qualities

- Experience of, or a genuine interest in, working within an educational setting
- Comfortable working with and liaising with a wide range of colleagues
- Ability to develop positive professional relationships
- A good team player but also able to use own initiative
- Ability to prioritise tasks and manage time effectively
- Good communication skills
- A willingness to respond to the operational needs of the school and have a flexible approach to the role
- An awareness and appreciation of the importance of all College policies and procedures including Safeguarding and Health & Safety
- A willingness to undertake appropriate training
- A full driving licence

This is a full time post, working 37.5 hours over 5 days, Monday-Friday.

The salary for the position will be paid at the rate of £8.72 per hour, with a travel allowance of £3.00 per day, if applicable.

Experience is preferred but not essential, as full training will be provided.

What's in it for you?

In return, we can offer;

- An interesting and varied role within a unique setting
- Uniform
- Opportunities for training and professional development as appropriate
- Fee remission
- Opportunity to join the National Pension Trust scheme

The Closing Date for receipt of applications is Tuesday 8th December 2020 at 12 noon.

Interviews will be held as soon as practicable after that date.

Successful applicants will be subject to an enhanced DBS check.