

## JOB DESCRIPTION

The School Porter plays a vital role in ensuring the smooth day-to-day operation of Westonbirt School. This position encompasses a wide range of porter duties, supporting both the delivery of the academic timetable and the successful execution of school events across the campus.

### Key Responsibilities:

- Provide general porter services to maintain the efficient running of school operations.
- Assist the maintenance team in ensuring the campus remains safe, functional, and well-presented.
- Undertake general portage duties, including moving furniture and equipment.
- Assist the maintenance team with basic handy work/ DIY.
- Be responsible for chopping wood, preparing, lighting and clearing fireplaces during the winter months.
- Assisting with the supervision of visiting contractors as required.
- To perform a variety of tasks associated with the maintenance of a safe, clean and hygienic environment.
- Assist the Compliance Officer with cyclic testing.
- Any other duties requested by the Operations Manager.

## PERSON SPECIFICATION

- Be polite, professional and friendly at all times with pupils and staff.
- Be able work as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others.
- Be prepared to assist colleagues in a willing and positive manner including assisting with other reasonable duties as required.
- Be flexible, reliable, punctual and trustworthy.
- To have the ability to manage their own time effectively, to prioritise work and use their initiative.
- Having a driving license is desirable

## HOURS, SALARY & BENEFITS

Hours: We are open to applications for either a full time or part time roles, year round. The department covers the operational hours of the business from 7am to 10pm. Weekend working will be required in line with the requirements of the business.

Salary: £12.60 ph / FTE £24,570 pa

### Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Complimentary lunch, where possible
- Pro rota holiday + bank holidays pa
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- On site parking
- Personal accident at work cover

## APPLICATION PROCESS

Applicants should complete the school's application form and submit by email to [HR@westonbirtschool.uk](mailto:HR@westonbirtschool.uk)

Applications can be made via [the online form](#)

Please get in contact if you need assistance completing an application form, or require an adjustment for the application or interview process.

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Westonbirt School is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

**An enhanced DBS disclosure and references will be required for this post.**