



A Career at St Edmund's College	
Porter / Cleaner	
Job Description	
Reporting to:	Domestic Services Manager
Hours:	Monday to Friday 7.00am – 3.30pm or Monday to Friday 10.30am – 7.00pm The post-holder will, from time to time, be required to work additional hours, including evenings and weekends, with due notice, for which appropriate payment or time off in lieu will be granted (by agreement).
Summary of the role:	To undertake a combined cleaning and portering role. Working as part of a team to maintain a high level of cleanliness throughout the College and providing a service to all who use the premises to support the smooth day-to-day running of activities, regular and occasional events.
Main duties and responsibilities:	<p><i>Main duties.</i></p> <ul style="list-style-type: none"> • To clean areas of the College at specific times, and in a designated manner, as instructed by the Domestic Services Manager or in their absence the Domestic Services Supervisor. These embrace: sports areas, cloakroom/changing areas, showers and toilets, classrooms, meeting rooms and other areas as appropriate including all surfaces and pipework in the vicinity. • Prepare halls, meeting rooms and other areas for events, examinations and accommodation requirements by setting-up chairs, tables, desks, other furniture and accessories in line with instructions provided. • To collect, deliver and move items around and within the College within given timescales, including but not limited to parcels, packages, furniture, stationery, laundry • Carry out sundry tasks and duties as required by the Domestic Services Manager or in their absence the Domestic Services Supervisor in the first instance, or by senior members of the academic or bursarial staff. • Provide feedback to the Domestic Services Manager or in their absence the Domestic Services Supervisor regarding damages, incidents or any issues impacting the safety or cleanliness of the College in a timely manner, so that appropriate action can be taken. • Undertake any reasonable request, task or duty, which is required. <p><i>Responsibilities as a member of the team, are indicated here. Other duties of an appropriate level and nature will also be required.</i></p> <p><i>Portering</i></p> <ul style="list-style-type: none"> • Collection of rubbish from around the site and within the College. Take rubbish to central skips on site. • Take receipt of and deliver incoming parcels/packages throughout the College. • Prepare venues for all College requirements according to instructions given. • Collection and delivery of laundry to areas within and around the site.

	<ul style="list-style-type: none"> • Minor repairs and maintenance of furniture, fittings and fixtures as instructed. • Moving goods, furniture and equipment from one location to another within the College campus. • Drive the electric vehicle (subject to suitable driving licence) whilst aware of a student-based environment. <p><i>Cleaning</i></p> <ul style="list-style-type: none"> • Daily restocking, as needed, with, for example, soap and toilet tissue. • Daily cleaning of any kitchen area that falls within your designated area; • Daily cleaning of classrooms, which may include specialist classrooms, such as laboratories/HE/Art/Ceramics/DT; • Daily inspection for damage in your designated area and giving notification to Building Maintenance, the Domestic Services Manager or the Domestic Services Supervisor at the earliest opportunity, if needed; • Routine cleaning of pupil and staff accommodation within your area, including staircases, corridors and common rooms; • Responding to periodic reasonable requests from the Domestic Services Manager or in their absence the Domestic Services Supervisor, such as covering for absentees; • Carrying out deep-cleaning tasks as required by the College during student holiday times; • Following specific written and verbal instructions with regard to use of cleaning materials in line with COSHH regulations; • Following the correct manual handling procedures. • Undertaking any reasonable requests, tasks or duties that are required, including working some evenings and weekends; other duties of an appropriate level and nature as and when requested. • In case of absence of staff, it is expected that other staff will cover areas of work usually dealt with by the absent employee. Areas for cover will be distributed amongst the team where possible. <p><i>Health and Safety:</i></p> <ul style="list-style-type: none"> • To work safely and operate within Health & Safety regulations and College Health and Safety Policy requirements at all times. <p><i>Safeguarding and Child Protection:</i></p> <ul style="list-style-type: none"> • Although this role does not involve direct contact with students, you will be working in areas where students are present. Therefore, you should always be mindful of the need to safeguard our students under our Safeguarding Policy and by your own behaviour under our Code of Conduct. This will include reporting anything of concern immediately to the Designated Safeguarding Lead.
Other	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team or your Line Manager.
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>

The College is committed to safeguarding the welfare of children; therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.