



School Porter

- Normal shift Mon - Fri - 7.30 - 16.30
- Saturday shift rota 1 Saturday in 4 - 11.30 - 20.30
- Lock up shift 1 week in 4 - 13.30 - 22.30

Working as part of a team of Porters under the supervision of the Assistant Estates Manager, the porter will be required to handle a variety of tasks including Porter and security duties throughout the College.

About Us

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

What you'll be doing

Porter Duties

- Undertake heavy lifting duties such as moving furniture in preparation for examination rooms and movement of stores;
- Receive deliveries such as post/parcels. This will include unloading and loading vehicles as required and subsequent distribution of delivered items;
- Collect litter from the College premises, both indoors and outdoors and to transport such material to collection points
- Sweep external areas and prepare the site for bad weather occurrences;
- Receive guests to the College and escort them as required or issue visitor passes;



- Control entry and exit of vehicles on College grounds and direct traffic and control parking where instructed;
- Monitor parking across the site and patrol as instructed during busy times i.e. school drop off and pick up times;
- Assist Estates Operatives with tasks as appropriate.
- Assist when required with marshalling crossing points at key times;
- Assist when required with transport (including driving duties, minibus and school van for passenger and equipment) also cleaning and fuelling;
- Deliver internal post as instructed;
- Issue/Receive keys for College operated vehicles;
- Undertake a range of heavy-duty cleaning and programmed cleaning. This will include the use of power and hand operated cleaning equipment as trained;
- Any other task of the above nature as directed by the Assistant Estates Manager in connection with College business.

Security Duties

- Lock and unlock premises as required within the normal procedure. To check buildings closing/locking windows, switching off lights and ensuring internal doors are closed
- Report all incidents affecting the security, safety or integrity of the College, its members and visitors promptly and in full, both in writing and verbally, to the Assistant Estates Manager or the Health and Safety Manager. Respond to incidents and emergencies as directed

Required Qualifications & experience

Desirable



- Sound General Education

Desirable:

- Experience of previous security or Porter work

Required Skills

Essential:

- Basic lifting skills
- Exceptional customer service skills
- Teamwork skills
- Full driving licence
- The ability to use own initiative

Desirable:

- The ability to drive a Minibus (D1 Category driving licence) would be an advantage

Special Working Conditions

The role will be on a rolling flexible work pattern, including early mornings, weekends and evening shifts. There may be the need for additional hours to cover College Events.

There may be the chance for the incumbent(s) to be asked to cover shifts for other employees during periods of sickness or holiday and also to swap some shifts where possible.

College uniform will be provided and in addition an allowance towards suitable footwear.

What's in it for you

£23,463 per annum • 26 days annual leave plus bank holidays • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development Pop Up Bicycle Servicing • Wellbeing Week



How we Recruit and our commitment to Safeguarding

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

Equal Opportunities

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

In the first instance, send us your CV or a completed application form. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Follow us – [Facebook](#) | [LinkedIn](#) | [Instagram](#)