

Post: Estates - Porter **Reporting to: Estates Director**

Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

Purpose of the Role

This is a key role to support the smooth operation of the Domestic Services team, ensuring that the essential routine activities involving collection, delivery, moving, lifting and cleaning of “soft” FM service are taken place effectively and efficiently. The post holder will carry out all routine portering tasks predominantly at Prior Park College during the school day.

Contacts

The Estates Porter can expect to deal with a wide range of people, but the important, day to day operational contact will be with support staff, teachers and students at Prior Park College and the Paragon School.

The Estates Department

The Estates Porter will be an important member of the Trust’s Estates Department and Support Staff Team, who provide a wide and diverse range of hard and soft FM services to the schools, encompassing, but not limited to:

- Buildings maintenance, statutory servicing and property compliance.
- Grounds maintenance and gardening.
- Site security and site safety.
- Domestic Services - Cleaning, housekeeping, laundry, portering and general soft facilities services.
- Waste management and recycling.
- Catering services
- Venue set up and management for both school and commercial events and functions.

- Management of the Trust's tenanted residential housing properties.
- School transport.

The Domestic Services Team

The Estates Porter will work within the Domestic Services Team, comprising cleaning, housekeeping and laundry staff. There are currently 21 staff in the team, working across both of our Bath schools (Prior Park College and The Paragon), including two cleaning supervisors. Cleaning is a universal service across all schools, but housekeeping and laundry are dedicated to the College, providing services for the two boarding houses on site.

The Role

The role is based predominantly at Prior Park College (PPC), but occasional travel to the Paragon School (TPS), using Estates Maintenance vehicles, as required. A full, clean, unrestricted driving licence, held for more than 2 years will be an essential requirement for this role.

The Estates Porter will need to be flexible in their approach to the role. The demands of the role will vary across term time and holidays. In addition, whilst routine working during core times is anticipated, there will be a requirement to support the team with work during some evenings and weekends depending on events and activities happening across the schools.

Our schools are occupied and used productively throughout the year, therefore this role is a full-time position - NOT term time only.

The main areas of responsibility are:

- The regular collection and delivery of laundry to boarding houses, and delivery of all general supplies across the estate.
- Keeping the main reception area clear of all parcels and delivering them daily across the schools, liaising with Reception staff, School Administrator, Estates Manager and DSM - on foot around the campus and where necessary using estates vehicles.
- Helping the Estates team setting up furniture and equipment for regular events and functions including concerts, plays, meetings, exams, speech days, parent's evenings and commercial activities etc.
- Supporting the Domestic Services team in in the routine cleaning across the school, particularly visitor/staff toilets, swimming pool changing areas (and pool side cleaning), together with chapel toilets and staff common room.
- Cleaning of windows and cleaning in areas that cannot be assessed by the Domestic Services team, e.g. areas that require working at height.
- Collecting and sorting all waste and recyclable material from all buildings across the Estate (including emptying external bins) and preparing it for collection by the relevant contractor, as required.
- Assisting in general site safety and cleanliness both inside and out including litter picking, emergency cleaning of spillages, salt gritting and collection of discarded uniform/belongings to lost property.

- Helping with general moving of furniture and equipment in relation to office and classroom moves, including clearance of unwanted items, archiving of files and general housekeeping.
- Supporting the Estates Maintenance team by undertaking basic maintenance of buildings across the site. Tasks will include light bulb and tube changing, hanging pictures, providing keys, recoding door locks, clearing blockages, making good damaged paintwork and other basic building repair / maintenance tasks. This may also include working alongside the team contributing to development and refurbishment projects.
- Reporting of major repair issues to the Estates Manager and Maintenance Helpdesk.
- Security and safeguarding chaperone for contractors, service engineers and repair technicians, particularly in term time around the schools.
- Helping with general carparking duties including marshalling of cars and overflow parking, as required throughout the school day and occasionally during out of hours school events.
- Hard indoor surface maintenance and carpet cleaning including the use of associated chemicals, products and equipment (with suitable training) and keeping equipment in a clean and serviceable condition.
- Builders cleaning after building works have been undertaken.
- From time to time supporting the Resident Maintenance Technician and Estates Manager to open up and secure all buildings at the beginning and end of the day.
- Playing a full part in the school fire procedures including specific compliance and checking tasks that may be given to you.
- 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 around the school at all times.
- Remaining vigilant at all times and alerting the relevant persons of suspicious persons or activities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

Line Management

The Estates Porter will report directly to and be line-managed by the Domestic Services Manager (DSM) assisted by the Cleaning Supervisor.

Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with external stakeholders and staff at all levels in a friendly and professional manner. They will be expected to maintain the utmost confidentiality and will need excellent organisational skills and be able to demonstrate a methodical and organised approach.

The post holder should be required to undertake regular safeguarding and compliance training, and should also be willing to gain appropriate First Aid training/qualification, generally undertaken by school nursing staff or an external provider.

	Essential	Desirable
Education/Qualification	<ul style="list-style-type: none"> GCSE level achieved in English and Maths or equivalent Full, clean driving licence 	<ul style="list-style-type: none"> 5+GCSE passes or equivalent
Knowledge/Experience	<ul style="list-style-type: none"> Basic computer skills including email and Microsoft word Experience of manual work Experience of cleaning duties 	<ul style="list-style-type: none"> Previous experience of working in a school, educational. Experience in a similar portering role Knowledge of child protection and safeguarding policies Experience of working with cleaning machinery/equipment
Skills and competences	<ul style="list-style-type: none"> Good grasp of the English language. Physically capable of manual work Ability to prioritise workload Flexible and adaptable to changing requirements Diligent, conscientious and patient Calm, reliable and committed Ability to work as part of a team, or alone Enthusiastic, friendly and approachable manner 'Can do' attitude and proactive approach Ability to work with people at all levels 	<ul style="list-style-type: none"> Previous H&S training courses (manual handling, fire safety, COSHH, working at height, First Aid etc.) Awareness of the need to observe child protection safeguards at all times Some practical ability and DIY/maintenance skills



Child Protection

Prior Park Educational Trust 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 and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Support for evening and weekend events may be required in agreement with the Domestic Services Manager for which time off in lieu (TOIL) or paid overtime will be given.

In addition to the normal bank and public holidays, the post holder shall be entitled to an additional 25 days paid holiday, pro-rata according to contract, if applicable.