

Job Title	Porter
Reports to	Head Porter
Hours	<p>Monday to Friday 6:30am to 3:30pm with one day on lock up working 12pm to 8pm.</p> <p>Saturdays 7am to 1pm 3 out of every 5 weeks (maximum of 15 a year) and Saturday lock up 6pm to 8pm every 1 in 5 (maximum of 5 a year).</p>
Holidays	25 days plus Bank Holidays + Christmas Closedown
Qualifications	<p>Clean UK Driving License</p> <p>Experience working in a similar role</p> <p>Experience of working as part of a team</p> <p>Basic understanding of Health and Safety and risk assessments</p>
Location	Repton
Salary	£27,555.20
Benefits	<p>Company Pension Scheme</p> <p>Free membership of</p> <p>Repton Sports Centre</p>
Role Overview	
<p>The Porter is a key member of the support team within the school community, responsible for ensuring the smooth daily operation and upkeep of the school's physical environment. This role involves maintaining high standards of cleanliness, safety, and organisation across all areas of the estate. A central aspect of the porter's duties is assisting with the preparation and setup of classrooms and learning spaces to support the delivery of lessons and school activities.</p> <p>This position requires someone with a proactive attitude, physical stamina, and a flexible approach to daily tasks, often adapting quickly to the dynamic needs of a busy school environment.</p>	
Role Outcomes	Key Performance Indicator(s)
Operational efficiency: Furniture, materials, and equipment are moved and arranged promptly, enabling the smooth running of the school's timetable and extracurricular activities.	Ensure timely and accurate setup and relocation of furniture, materials, and equipment to support the school's timetable and events.
Enhanced school presentation: The school premises remain welcoming and presentable for pupils, staff, parents, and visitors at all times.	Maintain a consistently high standard of cleanliness and presentation across all school buildings and grounds to ensure a positive and professional image.
School vehicles: are consistently clean, well-presented, and safe for student and staff use. By assisting with regular cleaning and basic checks, the porter contributes to maintaining a professional image of the school and supports	100% of school vehicles are cleaned (interior and exterior) according to the school's maintenance schedule (e.g., weekly or after each use).

the operational readiness of the transport fleet. This ensures reliable, hygienic, and safe transportation for daily runs, school trips, and special events.	Basic visual checks (e.g. lights, tyres, fuel level, seatbelts, general condition) are completed and recorded before each scheduled trip, with zero missed logs.
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Role Responsibilities

General Duties

- Assist with the cleaning and checking of all school vehicles. You may be occasionally required to drive the school vehicles which may include transporting pupils and teachers to and from venues. Carry out daily maintenance checks of the vehicle and minibus fleet and submit reports and defects
- Carry out external and internal mail deliveries two to three times per day
- Carry out deliveries of furniture, equipment and stationery across the School as required
- Assist with storage and distribution of stationery supplies, being proactive when large deliveries arrive
- Carry out minor maintenance tasks such as assembling new furniture. Work collaboratively with the Maintenance Department in respect of minor repair works.
- Prepare rooms for assemblies, concerts, exams, functions and events, making sure the areas are well presented in all respects.
- Maintain cleanliness and safety of pathways, entrances, playgrounds and other areas in the immediate vicinity of the schools
- Report any health and safety concerns immediately to the Maintenance Department and inform the Estates Manager.
- Lock up duties on a rota basis

As a member of the Portering/Security team, the postholder will also be expected to undertake other related duties from time to time, especially during the holiday periods, which fall within their capability and to be flexible, co-operative and generally assist other members of the team as necessary.

These duties and responsibilities are intended as a guide. They are not exhaustive: the Porter will be expected to undertake any reasonable task or responsibility as required by the Head Porter.

Health and Safety

- To monitor and report any Health and Safety issues identified during visits to allocated areas, or any other School area and to ensure relevant action is taken.
- To remain up-to-date with all appropriate practices and regulatory requirements within your allocated areas of responsibility and to undertake duties in line with established School practices and protocols.
- To undertake appropriate training to ensure that skills remain up-to-date and proportionate with the first-class service required for this role.
- To, at all times, carry out duties in a safe manner, so as not to endanger the post-holder or others. If the post-holder considers something is unsafe or likely to cause injury or ill health, they must report it to the Maintenance Supervisor. The post-holder should read and understand the School Health and Safety Policy.

Person Specification

Education and Qualifications

- Clean UK Driving License
- Experience working in a similar role
- Experience of working as part of a team
- Basic understanding of Health and Safety and risk assessments

Personal Qualities

- Capable of working on his/her own initiative
- Quick-thinking and the ability to deal with situations as they arise
- Physically fit
- Reliable, confident and committed
- High degree of personal drive and motivation
- A team player with a flexible 'can do' approach
- A responsible and conscientious approach
- A polite and friendly manner
- Ability to understand and adapt to the culture of an independent school

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton / Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>