



JOB TITLE: Domestic Porter

LOCATION: Chetham's School of Music

HOURS: A total 37.5 hours per week, over a 7 day week (to include Saturday and Sundays) within the core time of 07.30am to 7.00 pm, 7.5 hours per day
Hours to be arranged in consultation with Domestic Management, with appropriate notice given.

ACCOUNTABLE TO: Domestic Services Manager/ Deputy Domestic Services Manager

RESPONSIBLE TO: Porters Team Leader or in his absence, the Senior Domestic Supervisor.

JOB PURPOSE AND OBJECTIVES

To work as part of the Domestic Services team delivering an efficient and high quality Portering service to the School.

MAIN DUTIES AND RESPONSIBILITIES

General Cleaning duties across the school as requested by the Domestic Management team/ Porters Team Leader.

The cleaning will include, but is not limited to

- Classrooms
- Toilets
- Residential Areas
- Stairways
- Halls

Portering Duties to include.

- Internal/External Event set ups
- Audio/Visual set ups
- Taking delivery/relocation of Furniture
- Moving

- Parcel deliveries/distribution

To report any occurrences to their Team Leader or Domestic Management which may prevent or delay portering or cleaning duties being carried out.

To leave equipment and machinery in a clean condition and report any defects to their Team Leader.

Undergo any training that might be relevant to the duties of this post.

To have knowledge of the Schools' Health & Safety policy and, in particular, that of the Domestic Services Department.

To be responsible for promoting and safeguarding the welfare of children that they come into contact with at work.

To carry out any other duties which fall within the remit of this post, but which are not listed above.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name:

Employee's Signature:

Date:

Domestic Porter – Person specification

Person Specification Requirements		Essential/Desirable
Qualification	Previous proven experience of working in as a Porter or in a similar role	E
	NVQ 2 in Cleaning Building Interiors or other related qualification.	D
Experience	Previous experience of working in the education sector or hospitality industry.	D
	Previous experience of working with Children.	D
Knowledge, skills and abilities	Experience of operating floor cleaning machinery.	D
	Good command of the English Language, both written and spoken.	E
Attitude & disposition	Ability to work as part of a team and to use own initiative.	E
	Well organised, able to work under pressure and to prioritise work.	E
	Flexible approach to working hours.	E
	Attention to detail.	E
	Ability to liaise with and work in co-operation with personnel from a variety of disciplines within Chetham's School.	E
	Ability to maintain discretion.	E
Other requirements	Willingness to attend specific training courses, including First Aid and Child Protection	E
	Basic knowledge of Audio Visual equipment and willingness to undergo any necessary instruction.	E
	Good command of security issues.	E
	Smart appearance.	E
	Suitability to work with children.	E