

JOB DESCRIPTION



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Location:	King Edward VI Camp Hill School for Boys
Position:	Site Team Porter
Accountable to:	Facilities Manager
Direct reports:	none
Length:	Permanent (36.5 hours per week, all-year-round) Working 5 days in 7, 4 week rotating shift
Salary:	SCP13 £26,873 FTE per annum

Purpose of the role

Weekend letting 08.30 – 16.00 Sat / Sun (approximately 12 weekends a year rostered 1in 4)

The working pattern will need to meet the operational needs of the School and its extended services; both during term time and holiday periods. Shifts will predominantly be set and will involve evenings and weekends cover letting usage and school related extra curricula usage. The post is a full time post therefore candidates will be required to work during the school holidays subject to annual leave entitlement. Working 5 days in 7 you will participate in a rotating shift pattern including weekends and evenings.

Job Summary

Under the daily direction of the Estates and Facilities Manager & Facilities Co-ordinator, to provide a proactive and efficient Portering service across the King Edward VI Camp Hill School for Boys and King Edward VI Camp Hill School for Girls. To help maintain the security of the site and its facilities. To undertake the movement of furniture set up rooms as required to facilitate meetings, or activities such as shows or rehearsals or internal exams. Receive and distribute deliveries of items delivered to site. Undertaken minor maintenance works such as changing light tubes, fixing door handles etc. Look after the external environment emptying bins, cleaning of signage, street furniture, clearing of leaves and litter. Also daily checks and maintenance of the swimming pool including water testing / treatment and cleaning of the pool. Undertake and record findings in line with the school's processes for various weekly compliance related checks such as Emergency lights, Fire Call point, Fire doors, Water temperature checks. Respond as trained in relation to fire alarm activations, to help in assessing where the alarm was activated and checking for any signs of fire and ensuring everyone has left the building

Principle responsibilities and duties

Under the direction of The Estates and Facilities Manager, Facilities Co-ordinator to provide across both schools and its associated facilities, a proactive, efficient and effective Portering service to...

- Act as key holder and ensure the site is "opened up" at the start of the day as required or "locked up" and secured at the end of the school day or after lettings in line with any procedures as adopted by the school. Carrying out security procedures for school buildings and grounds.
- Opening and closing of school premises, including gates, doors, windows, fire exits, etc., for the purpose of school use, lettings, out of school hours' functions, maintenance and emergency services.
- As part of you contracted working hours to participate on a rostered basis providing cover at weekends for events, sports fixtures, lettings etc.
- Liaising with the emergency services including calling them out in case of an emergency as required.
- Reporting acts of theft or vandalism
- General maintenance duties around the school including litter picking Maintenance of School grounds (not mowing) Ensuring all external areas within the school site are kept clean, tidy and safe. Reporting any



concerns to the Estates Manager or Senior site supervisor as required and to action in a timely fashion any remedial works.

- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed Undertake as required the weekly testing of Fire Alarm recording the relevant information in line with the school procedures. Ensuring any issues relating to the effectiveness of the system are reported directly to the site co-ordinator.
- Weekly mandatory checks; fire & water quality systems
- Maintain onsite swimming pool daily, to include; water testing, cleaning of water, maintaining PH balance and water purification, in addition liaising with external contractors over the pool plant as required.
- Undertake furniture / equipment moves as requested via the school's helpdesk.
- Undertake room set ups as required to enable the day to activities of the schools
- To assist with the escorting or directing of contractors on site to undertake works
- To receive and escort deliveries to site as appropriate.
- To assist with the unloading and storage of cleaning materials into the appropriate storage area
- Undertaken minor maintenance works in line with the individual's experience or ability. To include but not limited to, Painting, changing light tubes, re-fixing door handles / locks, erecting signage or artwork / pictures, unblocking sinks. Basic gardening services, clearing out guttering or minor building repairs
- Ensure the use and storage and disposal materials are compliant with current legislation COSHH and manufactures instructions
- Follow all risk assessments and operational guides as required in the undertaking of all duties. Particular areas of note; Manual handling, Working at height, Electrical Safety, Water treatment (Swimming pool)
- Undertake as required Maintenance rooms checks in line with the school's procedures
- Actively manage the plant and equipment used by the site team and ensure all is fit for purpose in line with best practice.
- Remove any defective equipment from service, and submit request for replacement to the Senior Shift Supervisor / Estates Manager
- The role holder should also be a signposting service for members of staff with general requests whilst out and about around the estate.
- Undertake all training courses / CPD as necessary to carry out duties.
- Comply with COSHH regulations.
- Comply with relevant legislative and regulatory requirements, including but not limited to,

- (i) Health and Safety,
- (ii) Data Protection,
- (iii) Equal Opportunities Legislation.

Whilst carrying out daily tasks;

- ✓ Prevent and detect fire
- ✓ Assist during fire evacuations in line with Fire Warden duties and school Emergency procedure
- ✓ Prevent and detect any damage to the building portfolio and or its facilities. Reporting any damage or maintenance issue to the school's maintenance helpdesk.
- ✓ Prevent and detect intruder's unauthorised access
- ✓ Prevent and detect instances of theft
- ✓ Building and People security – Checking and securing rooms / buildings

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The list above is not an exhaustive list of tasks that the role holder will be required to carry out but does outline the main duties. All staff are required to act in a professional, co-operative and flexible manner in line with the requirements of the post and King Edwards Schools Camp Hill

General responsibilities and duties

Other Duties:

- This position is physically demanding and involves lifting and carrying, occasionally up and down stairs, moving furniture, and carrying cleaning products and equipment.
- Liaising with the emergency services including calling out as required
- To carry out reasonable duties as requested by the Management Team.
- You will be required to work anywhere across the Camp Hill site.
- Willingness to participate in covering additional hours as and when requested to meet the needs of the business (e.g. Entrance exams, Open Days, and Open Evenings).
- To undergo such training as is considered necessary by the management in order to develop and improve the skills required for this post.

Skills required

Essential

- To be proactive and thorough be able demonstrate an understanding of the importance of security across the site
- The ability to work using your initiative to prioritise and complete works
- The ability to accurately record details of work carried out
- To work flexibly to meet the requirements of the post
- To work as part of a team
- Excellent communication skills both verbal and in writing
- Ability to communicate with people at all levels

Preferred

- Hold current driving licence
- Basic practical skills in carpentry, plumbing for undertaking minor maintenance and remedial works
- Previous experience of working in a similar role or working in a school environment
- To set up and monitor the Sixth Form volunteering that takes place within school

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

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Competencies	
Building capacity Influencing and persuading Acting on integrity Delivering at pace Delivering quality Team focussed Coaching management style Proactivity and self starter Flexibility Reliable and adaptable	