



MARLBOROUGH COLLEGE

Job Description

POSITION:	Head Porter
DEPARTMENT:	Estates
REPORTING TO:	Estates Maintenance Supervisor
HOURS OF WORK:	Monday to Friday, 39 hours per week, with some evening and weekend work as dictated by the College calendar, events/lettings and as required in order to fulfil the requirements of the role. The role is all year round and may be necessary to work split shifts, however, working patterns will be agreed in advance (minimum 24 hrs notice). There will be the need for occasional overtime during peak periods
REPORTING:	Porter

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-

old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Key purpose of the role

The Head Porter is responsible for providing excellent customer service and an efficient and timely portage service throughout the College, ensuring that the correct equipment and resources is in the right place at the right time and returned to storage in good condition, for the next event. Porters have a pivotal role in ensuring events are set up correctly, taking into account all Health and Safety considerations.

Flexibility to meet the needs of this role on all aspects is required to ensure best operation practice, both in and outside of normal operational hours.

The Head Porter is also responsible for the Barton Farm yard including day to day materials/equipment deliveries, all storage areas, control of waste skips and maintaining the yard in a safe and clean condition at all times.

Key Responsibilities

- Be responsible for your allocated workload and must meet all targets as agreed with your line manager. You must contribute towards the smooth running of the organisation generally.
- To carry out tasks within specified time limits.
- Daily/weekly scheduling of Portage/event support requests to ensure that jobs are completed efficiently by area/building and that events requests are carefully planned to ensure that the requested equipment is delivered/collected at the stated times even if this is outside normal working hours.
- Maintain an accurate asset register of all Estates residential furniture, classroom tables & chairs, exam tables, chairs and ancillaries ensuring that all loaned equipment is accounted for, returned to stores and any damaged equipment is repaired/replaced as necessary.
- Ensure that all Estates storage locations are kept clean and tidy at all times and where necessary carry out routine testing of fire alarms as detailed within fire log books.
- Taking delivery of materials, equipment, appliances and furniture to Barton Farm including onward delivery to relevant Estates trade team, campus location or residential property.
- Ensure the correct and safe storage of delivered items.
- Seek assistance from others Estates staff via your line manager if an events portage requirements exceeds the portage team's resources.
- Ensure that Barton Farm yard is maintained in a safe and clean condition at all times, including organising skip exchanges as required and filing of waste transfer notes.

- Ensure that all Estates vehicles are kept clean and tidy and externally washed as required.
- General furniture removal/relocation throughout the campus, including residential properties and for external lets.
- Transportation of music equipment.
- Transportation of laundry, if required.
- Exam hall/room set-up and breakdown (druggets, chairs, tables, desks, whiteboards, clocks etc).
- Delivery around campus of College, equipment, building supplies and materials as required.
- Delivery around campus of College publications, bulk paper or other consumable items including bottled drinking water/cups etc.
- Delivery around campus of Water Softener salt as requested by services technicians.
- Delivery and collection of discharged fire extinguishers.
- Event support set-up, liaising with relevant staff (chairs, tables, totem poles, signage etc).
- Assist with Enterprise deliveries, as required
- Event support during certain weekends – Prize Day, Leavers’ Ball and Open Days etc.
- Ad-hoc collection of parts/materials etc. when required.
- Support Estates and Facilities staff with tidying and cleaning after floods or emergencies.
- If required, sort post and parcels and distribute across the site.
- Assisting with car parking control if required.
- Ensuring rooms/facilities are left in ‘as found’ condition.
- Escorting visitors/contractors around the site if required.
- Carrying out any other duties that are within the employee’s skills and abilities whenever reasonably instructed, as required by your line manager/s and/or the Event Co-ordinator.
- Ensuring that task appropriate PPE is worn.
- Use moving equipment provided to ensure safe manual handling and lifting

Person Specification

	Essential	Desirable
Education and qualifications		
Full, clean driving licence.	✓	
Willing to attend any necessary training.		✓
Knowledge and Experience		
Have a positive, enthusiastic and “can do” attitude; be polite and friendly towards others in the College at all times.	✓	
Have a good standard of IT (e.g. Microsoft Office Suite).	✓	
Knowledge of Health & Safety requirements.		✓
Skills and Abilities		
Good interpersonal and communication skills, able to communicate effectively with colleagues.	✓	
Have a high degree of physical fitness in order to lift heavy and awkward items	✓	

Excellent customer service skills, delivering good customer service with attention to detail.	✓	
The ability to understand written instructions.	✓	
Ability to work as part of a team and under pressure.	✓	
Able to work in a flexible manner.	✓	
Able to demonstrate good organisational skills with the ability to prioritise workloads and plan / complete deliveries efficiently.	✓	
Be punctual, reliable and wholly trustworthy.	✓	
Have a clean and tidy appearance at all times and ensure personal cleanliness.	✓	
Capable of making decisions when working alone.		✓
Observant.		✓
Show initiative and efficiency.		✓
Able to meet the demands of the position.		✓
Able to recognise and suggest enhancements to existing responsibilities.		✓

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they may come into contact with and will adhere to and ensure compliance with the College's Safeguarding Policy at all times.

The successful candidate will be required to undertake online safeguarding training at the College.

Marlborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: