

FULL TIME PORTER/DRIVER

JULY 2018 – D1 Driving Standards

Job Description

THE COLLEGE: Lord Wandsworth College (LWC) is one of the country's leading co-educational boarding and day schools and is currently growing towards 650 pupils aged 11-18 years. Set within 1,200 acres of its own farmland on the North Hampshire/Surrey border, LWC offers a rich education designed to allow its pupils to flourish in a rapidly changing and challenging 21st century world. A pioneering character education programme overarches the excellent academic, co-curricular and pastoral provision, through which countless opportunities are created for pupils to develop the qualities and attitude of mind needed to lead successful and fulfilled lives now and in the future. The College was founded a century ago to provide an education for children who had lost one or both parents and their time was spent in the College and working on the College farm which was, and remains, an integral part of the LWC landscape. After the Second World War, fee-payers were admitted as the agricultural side of the College changed. The Lord Wandsworth Foundation is central to the ethos of the College, and it continues to support about fifty children. These Foundationers, although not identified in any way in the College, add a stimulating dimension to the College's make-up.

The College had an ISI Inspection in 2017 the report may be read at www.isi.net

THE ROLE: To provide mini bus driving, both on and off site, on-site caretaking, security, general maintenance and deliveries.

RESPONSIBILITIES: To include but not be limited to:

- Mini bus driving working to a tight schedule picking up students and/or staff
- General deliveries locally and on site
- Caretaking duties to boarding Houses and the general campus
- Carry out day to day Pool maintenance (training given)
- Security site checks

The position may include all or some of the below and where applicable the following should be to agreed levels of competence:

- Mini bus driving for students and staff
- Washing, fueling and general day to day checks of busses and other site vehicles
- Setting up and removal of furniture as required
- Setting up and removal of furniture and fixtures for onsite events
- Deliveries of lunches and teas to boarding houses
- Emptying litter bins and collecting cardboard and other general recycling duties
- Deliveries on site and locally, including Banking deposits, the collection and distribution of prescriptions and the distribution of mail
- Point of contact for incoming goods and services (Porter Lodge)

Caretaking duties in relation to boarding houses, including but not limited to:

- General carpentry duties such as picture hanging and easing doors or windows
- Moving furniture, fitting curtain track and hanging curtains
- General plumbing such as clearing blockages and re-washing taps
- General electrical tasks, for example changing lamps and tubes
- Monthly tap and calorifier temperature testing to comply with L8

Site security including but not limited to:

- Locking of site buildings
- Security checks around campus
- Ensuring Lighting and electrical appliances are off where appropriate
- Swimming pool checks and maintenance
- Other general onsite maintenance duties as required
- Provide cover for any of the above as required
- Any additional Duties delegated by your Supervisor in conjunction with the Estates Bursar, required to for fill the college's aims and objective

The position also involves some working at heights from steps and ladders.

PERSON SPECIFICATION: The post holder will be a good team player, responsive to customer needs and willing to become an essential part of our busy capable team. Willing to support our policies in Keeping Children Safe in Education (KCSIE). Previous experience in a customer services related industry would be ideal however the following attributes are more important:

- Patient, caring disposition
- Flexible approach to duties and hours
- Able to function as part of a team
- Good timekeeper
- Presentable appearance when representing the College
- Able to undertake physical tasks as required

QUALIFICATION/KNOWLEDGE AND EXPERIENCE: Essential: A clean driving licence is essential, preferably with a D1 category (over 21 years of age). A suitable medical health declaration will be required at job offer level, as well as the following:

- Experience of regular driving
- Good communication skills
- Able to liaise with all stakeholders i.e. all staff, parent's and pupils and other outside service providers
- Able to deal effectively with a diverse range of situations that may arise during the working day
- Awareness of health and safety issues
- Basic vehicle assessment
- Able to interpret passenger lists/ schedules

Advantageous/desirable: A MIDAS driving qualification; NVQ1 or NVQ2, or equivalent, in any of the building trades such as plumbing, electrical, carpentry; previous work experience in a building, security or caretaking environment or a proven track record carrying out a facilities management role within a school, college or business environment is desirable.

PRE EMPLOYMENT CONDITIONS FOR NEW EMPLOYEES

Employment as a minibus driver is subject to a satisfactory medical suitable for occupational driving.

1. An on-line check of any DVLA recorded points, convictions, or medical indicators will be made by the College. These checks will be repeated annually. Notwithstanding these checks all employees must, without delay, disclose any reason why they are not fit to drive.
2. Employees will read, understand and Sign a copy of the College's Driver policy
3. During the induction and probationary stage of employment and if not already gained, the employee will be asked to make a D1 Driving License application which includes a medical examination, undergo training and pass the prescribed test. Every 4 years from the date of obtaining the D1 employees must undergo MiDAS refresher training.
4. If an employee already holds a DI they must undergo a medical examination and if not already held, the employee must obtain MiDAS certification (Minibus Driver Awareness Scheme) within the probation employment period

5. MiDAS must be refreshed on a 4 year cycle
6. Minibus drivers who are 45 or over must have a D1 driving medical check on a 5-year cycle up to the age of 65 when this will become annual. On their 70th birthday the DVLA require employees to reapply for their D1 license and continuation in the role depends on retention.
7. Mini-bus driver competency checks will be refreshed where there is reason for concern or after long-term sickness absence from work

Consistent with point 1, of the pre-employment conditions the College will require all occupational mini bus drivers to a driver health check appointment.

As such, an outside Occupational Health assessment provider will visit the College on [date]. These appointments will be held in the College Health Centre and you will be notified of the appointment time with at least 5 days' notice. We will make every effort to schedule you for an appointment during your normal working hours. If this is not possible, you will be able to claim this as additional hours.

The eventual health check report will be posted to your home address and a copy to the Bursar. Where there are medical issues, the individual concerned will be invited by the HR Advisor to a meeting to discuss workplace adjustments or to agree to further occupational health advice.

RESPONSIBLE AND ACCOUNTABLE TO: The Head Porter; Estates Bursar; the Bursar

PAY: Your basic salary is £18,480 per year per year, with reference to your shift pattern. This includes the pay review for September 2018. This will be paid (in arrears) by equal monthly instalments by the last day of each month by credit transfer into your bank or building society account. Your salary accrues on a calendar day-to-day basis for periods of less than a month.

HOURS: 40 average hours per week, on a rota comprising of approximately 8 hours per day, between core hours of 06:00 and 22.00 hrs. Your exact hours will be as per the following:

- Porter 2: 06.00 to 14:30 Mon to Tue; 9.30-18.00pm Wed-Fri, 40 hours p/wk

HOLIDAY ENTITLEMENT: Our holiday year runs from the 1st September each year. Paid holiday entitlement accrues at the rate of 28 days for each complete calendar year, based on an average of 5 working days, plus Bank Holidays. If you start or leave during the holiday year, or work less than 5 days per week the holiday entitlement of 28 days is applied pro rata.

BENEFITS: Benefits associated with the position include death in service cover. You may be eligible after three months service to our Group Medical Insurance Scheme and College's contributory Group Personal Pension Scheme; premiums of both schemes are paid by the individual. Use of the College sports facilities. Lunches will be provided during term time only (when working hours go over a lunch break).

HEALTH AND SAFETY: All members of staff must comply with Health and Safety legislation and policies and Equal Opportunities policies.

CHILD PROTECTION: School child protection procedures must be adhered to. All staff are required to attend a Child Protection course run in-house during their induction period, which covers confidentiality aspects of working as a team.

DISCLOSURE AND BARRING CHECK (DBS): All new employees at Lord Wandsworth College can only be employed once a Criminal Background Check and Children's Barred List check has been carried out by the DBS, and satisfactory references have been obtained.

DATA PROTECTION ACT: All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal. As such you will be expected to comply with statutory Data Protection and implement good practice in data handling processes.

DISCIPLINARY AND GRIEVANCE PROCESS: The College complies with the Acas statutory Code of Practice on discipline and grievance, providing practical guidance to employees, their representatives and the line manager and sets out principles for handling disciplinary and grievance situations in the workplace.

EMPLOYMENT POLICES: For further information on all College policies including the Disciplinary and Grievance process, please access the VLE/Resources/Staff/Polices on the following link: <http://vle.lordwandsworth.org/policies>

RESPONSIBILITY FOR OWN CONTINUING EDUCATION/TRAINING: All employees have the responsibility to take part in any appropriate in-house or off-site courses or training that are deemed necessary for performance of the role.

INDUCTION: The school follows an established induction programme for new staff comprising mandatory training for all those working in education. Appropriate training will be offered.

FURTHER INFORMATION: Any further employment or application questions should be directed to the HR Assistant on 01256 860296 or timminsg@lordwandsworth.org Alternatively please contact the HR Advisor on 01256 860217 or patemanj@lordwandsworth.org

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of our progressive and developing College environment.