

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Porter (Part-time)

Grade: SPS Grade 1-2

Responsible to: Senior Porter

Job Summary

To operate as a member of a team undertaking a range of tasks related to the movement of goods and furniture, security and the day to day working of buildings, vehicles and grounds.

1 Security

- 1.1 Open, check and secure premises.
- 1.2 Routine and non-routine opening and supervising premises
- 1.3 Prevent unauthorised entry to University premises and unauthorised parking of vehicles.
- 1.4 Liaise as necessary with other providers of security and the emergency services.
- 1.5 Operate security systems including CCTV.

2. Stores

- 2.1 Receive goods, and transport them as necessary to and from the central and other stores.

3 Porterage

- 3.1 Move furniture, equipment and materials as required.
- 3.2 Set out and re-arrange furniture in rooms as required.

4 Grounds Maintenance

- 4.1 Undertake any duties necessary to keep grounds tidy and safe to use.

5 Building Maintenance

- 5.1 Undertake general maintenance of the buildings and its fittings as necessary.

6 Heating and Lighting

- 6.1 Operate heating and lighting systems when necessary.

7 Reception

- 7.1 Undertake general reception duties, including operating the switchboard in the absence of the Receptionist.
- 7.2 Collect, frank and prepare mail for posting as necessary.

8 Vehicles

- 8.1 Drive the vehicles, as necessary, in a careful and safe manner.
- 8.2 Ensure that the University vehicles are cleaned, maintained and are safe to use.

9 General

- 9.1 To undertake any other duties as may reasonably be required, and to undertake other appropriate work for colleagues.
- 9.2 To attend appropriate training and staff development sessions, and participate in an annual appraisal process.
- 9.3 To comply with the University's Health, Safety and Welfare Policy, legislation and practice.
- 9.4 To maintain professional standards in relationships, including non-discriminatory practices.
- 9.5 The post-holder must operate within the guidelines, procedures and regulations of University.
- 9.6 The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant University policies.

10 It is a requirement of this post that the postholder is:

- 10.1 in possession of a valid driving licence which enables them to drive all Univeristy College vehicles (cars and mini-buses); and
- 10.2 able to satisfy the University's insurance requirements with regard to driving those vehicles (minimum age 21 to drive mini-buses).

Declaration

I agree to undertake the duties set out in this job description and confirm that I am able to satisfy the requirements set out in Section 10.

Signed Date

Revised Feb 08

BISHOP GROSSETESTE UNIVERSITY LINCOLN

PERSON SPECIFICATION

PORTER

	Core	Supplementary
Education/Qualifications and Special Training	clean current driving licence good general level of education	first aid certificate
Knowledge and Skills	be able to drive a range of University vehicles	competent DIY enthusiast knowledge of health and safety procedures possession of a maintenance skill
Personal Attributes	smart appearance and polite manner be able to adapt to changing demands and keep calm in a crisis work well both on own initiative and as part of a team be capable of physically demanding work be prepared to demonstrate a commitment to working effectively and efficiently in the University a willingness to work unsocial hours at short notice be able to communicate well with staff, students and visitors	be able to work at heights an outgoing personality