

# BROMSGROVE SCHOOL

## JOB DESCRIPTION -PORTER

**Line Manager:** Head Porter, Deputy Head Porter through to Estates Manager

**Location:** All Bromsgrove School sites

**Hours of Work:** 40 hours per week rostered across 5 days to include weekends, early morning and late evenings.

**Uniform:** Full uniform provided

**Holidays:** 25 days per annum plus 8 Bank Holidays, rising by 2 days after the completion of five years' service

**Sick Pay:** Probation: Nil, Year 1: 2 weeks full pay Year 2: 6 weeks full pay  
Years 3 to5: 8 weeks full pay, Years 6 to 10: 10 weeks full pay  
Year 11 onwards 12 weeks full pay (maximum entitlement)

**Pension Scheme:** Contributory scheme available of 7%

## General Overview

We are seeking an enthusiastic and reliable individual to join our Porter team, supporting the day-to-day operations across all Bromsgrove School campuses. This is a varied, hands-on role involving facilities support, event setup, security assistance, and general portering duties. The position requires flexibility to be able to work weekends, mornings and evenings.

The Porter will support the smooth running of all School campuses, including Pre-Prep, Prep School, Senior School, Winterfold House School and the Ryland Sports Centre. Duties include car-parking supervision, room setup for events, examinations and functions along with general portering tasks across the school campus.

## Main Duties and Responsibilities

1. Assist with the setup and clearing of school and external functions, including evening and weekend events.
2. Carry out minor repairs as directed by the Head Porter/Deputy Porter/Estates Manager.
3. Undertake all portering duties, laundry delivery, post and parcel handling and responding to operational requests.
4. Support the School's safeguarding and Health & Safety policies.
5. Assist with security duties as required under the direction of the Head Porter and Head of Security.
6. Safely drive a range of School vehicles on and off the school campus.

7. Support School events such as parents' evenings, concerts, plays, PA meetings and open days.
8. Move furniture, sports equipment, musical instruments and other items as required.
9. Collect waste and recycling across the campus in a timely manner.

*This is not necessarily an exhaustive list of duties and it may be amended from time to time in consultation with the Estates Manager to meet the needs of the school.*

### **Person Specification**

#### **Experience & Qualifications**

- Full, clean driving licence (essential)
- IT literacy (desirable)

#### **Skills, Knowledge & Abilities**

- Good timekeeping and flexibility.
- Good level of physical fitness
- Strong organisational skills

#### **Personal Qualities**

- Well-presented
- Friendly and approachable

### **How to Apply**

Closing date is 6 March. Please complete the school's online application form.

*Bromsgrove School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo child protection screening, including reference checks with past employers and the Disclosure and Barring Service (DBS).*