

Job Description

Job title:	House Porter
Department:	Housekeeping
Location:	Murray Edwards College premises
Purpose of role:	<ul style="list-style-type: none"> • Cleaning of main College areas and removal of all waste to a collection point. • Setting up College meeting rooms on time and to a standard required and setting up and providing customer support for AV equipment.
Line manager:	Accommodation Manager and House Porter Supervisor
Line manages:	N/A
Financial responsibility:	N/A
Salary and Salary Band:	£18525 (College Band 8)
Hours:	<p>Full time - 37.5 hours per week, working on a shift pattern between 7am and 9pm, any 5 days out of 7, as dictated by business activities.</p> <p>On occasions, for weekend hours, lieu time can be offered when a full working day is not required to cover the business. No overtime is payable.</p>
DBS check required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/>

Overview of the role

- To ensure the cleaning of the main College areas.
- To ensure the setting up of College meeting rooms is completed on time and to the standard required.
- To set up and provide customer support for AV equipment
- The removal of all waste to a collection point.

Main duties and responsibilities:

- To assist in the cleaning of main internal and external College areas.
- To set up Seminar Rooms for College and Conference meetings in accordance with daily work schedules and bookings.
- To set up and provide customer support for AV equipment according to conference and meeting bookings.
- To proactively undertake the collection and disposal of waste on College sites.
- To proactively move furniture and undertake small furniture repairs as necessary.
- To work in cooperation with, and assist, other College departments, as directed by your line manager.
- Any other duties that may from time to time be required, as discussed with you by your line manager.



Tools and equipment used:

- Cleaning materials
- Cleaning machinery (floor polisher, scrubber/dryer)
- DIY tools

Person Specification

	Essential	Desirable
Qualifications required:		
Level of skills, knowledge, experience required:	<ul style="list-style-type: none"> • Experience of cleaning. • DIY skills in order to make minor repairs to furniture. • An understanding of the role of the Housekeeping department within the College. 	<ul style="list-style-type: none"> • Experience of working in a similar role. • Experience of using cleaning machinery.
IT skills required:		<ul style="list-style-type: none"> • IT skills, including knowledge of audio visual systems.
Health and safety knowledge required:		<ul style="list-style-type: none"> • Health & Safety knowledge, such as Manual Handling, COSHH desirable but training will be given.
Language skills required:	<ul style="list-style-type: none"> • All staff must be able to speak English to a good level. English is spoken by all staff when on-site. For most posts the ability to read/write English to a reasonable level is required. 	
Personal attributes	<ul style="list-style-type: none"> • Physically fit in order to carry/move/lift furniture on a daily basis for the purpose of setting up rooms. • Able to work unsupervised and use own initiative. • The ability to maintain good working relationships and to communicate clearly within his or her team. • The ability to communicate with all College Fellows, staff, students and College visitors in a professional manner. 	



Salary and Conditions

The position is permanent post subject to a minimum six month probationary period.

Basic hours are 37.5 per week. The jobholder may be expected to work overtime when required (overtime is not paid, but time owed may be taken during quieter periods).

Benefits include a pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. On-site parking & subsidised gym membership. Annual discretionary bonus scheme (after a qualifying period). Lunch is provided when the kitchens are open.