

Post: Estates Porter

Reporting to:

1. Facilities and Resources Manager

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

This is a key role to support the smooth operation of the Estates Team ensuring that the essential routine activities involving collection, delivery, moving, lifting, and cleaning takes place effectively and efficiently. The post holder will carry out all routine portering tasks predominately at Prior Park School during the school day however support will also be required at offsite locations.

Contacts

The Estates Porter can expect to deal with a wide range of people, but importantly, day to day operational contact will be with support staff, teachers, and students at Prior Park School, Gibraltar.

The Estates Department

The Estates Porter will be an important member of the Trust's Estates Department and Support Staff Team, who provide a wide and diverse range of hard and soft facilities management services to the school, encompassing but not limited to:

- Buildings maintenance, statutory servicing, and property compliance.
- Ground maintenance and gardening.
- Site security and site safety.
- Domestic Services - Cleaning, housekeeping, laundry, portering and general soft facilities services.
- Waste management and recycling.
- Venue set up and management for both school and commercial events and functions.
- School transport.
- Collection of posts, parcels from post office and courier depots.
- Messenger services.

The Domestic service Team

The Estates Porter will be part of the Support Staff Team and work within the Estates Team, comprised of cleaning and caretaking personnel.

Prior Park School Gibraltar

Prior Park Gibraltar (PPSG) was established in 2016 to serve the families of Gibraltar and Southern Spain, as Gibraltar's first independent, co-educational, Catholic/Christian day school for children aged 11-18. PPSG is a vibrant, caring community, occupying a commanding location, high up on The Rock and overlooking the bay.

The Role

The role based predominately at Prior Park School during the day however support will also be required at offsite locations used by PPSG such as GAMP A and Europa Complex to support our wider activities. A full clean unrestricted driving licence held for more than two years will be an essential requirement for this role.

The Estates Porter will need to be flexible in their approach to the role. The demands of this role will vary across term time and holidays. In addition, whilst routine working during core times is anticipated, there will be requirements to support the team with work during evenings and weekends depending on events and activities.

The role will cover the hours of 7.30 am to 8pm with 30 minutes lunchbreak on a weekly rotational basis.

Week one: Monday to Friday 7.30am to 4pm

Week two: Monday to Friday 11.30am to 8pm

The successful post holder would need to be flexible in their approach to working hours including providing cover for team member's absences or other operational reasons.

The main areas of responsibility are:

- Receiving, distributing, and storing deliveries upon arrival in order to the main reception area and common areas clear of all parcels liaising with Reception staff, Facilities & Resources Manager and Head of Support Services
- Working together with the Estates team to set up furniture and equipment for regular events and functions including assemblies, concerts, plays, meetings, exams, speech days, parent's evenings, and commercial activities etc.
- Supporting the Cleaning team in the routine cleaning across the school, at the request and in keeping with the cleaning schedule set by the Caretakers and F&R Manager.
- Gardening and irrigation, supporting the maintenance and improvement of the gardens and terrace areas of the school site including pruning, clearing of vegetation etc...
- Setting up, cleaning, and performing preventative maintenance checks of recreational and sports equipment and areas such as basketball posts, perimeter fencing, table tennis tables etc.
- Cleaning of windows and cleaning in areas that cannot be accessed by the cleaning team, e.g. areas that require working at height.
- Supporting the team by providing messenger type services including collecting goods, tools, miscellaneous items ordered by the school locally in Gibraltar either on foot or with the school vehicle.
- Leading on the collecting and sorting of all waste and recyclable material from all buildings (including emptying external bins) and preparing it for collection by the relevant contractor, as required.
- Assisting in general site safety and cleanliness both inside and outside areas leading to the school, including litter picking, emergency cleaning of spillages, and collection of discarded uniform/belongings to lost property.
- Helping with general moving of furniture and equipment in relation to office and classroom moves, including clearance of unwanted items, archiving of files and general housekeeping.
- Supporting the Estates Maintenance team by undertaking basic maintenance of the building. Tasks may include light bulb and tube changing, hanging pictures, providing keys and copies where requested by the F&R manager recording door locks, clearing blockages, making good damaged paintwork and other basic building repair / maintenance tasks. This may also include working alongside the team contributing to development and refurbishment projects.
- Reporting of major repair issues to the F&R Manager and Maintenance Caretaker.
- Security and safeguarding chaperone for contractors, service engineers and repair technicians, particularly in term time around the school.
- Responsibility for the school vehicle maintenance and upkeep. Ensuring this
- Hard indoor surface maintenance and carpet cleaning including the use of associated chemicals, products and equipment (with suitable training) and keeping equipment in a clean and serviceable condition.
- Builders cleaning after building works have been undertaken.
- Opening up and securing all buildings at the beginning and end of the day as and when agreed with the F&R Manager.
- Playing a full part in the school fire procedures including specific compliance and checking tasks that may be given to you.
- All members of the Estates Services Team are expected to take pride in the overall presentation of the Estate. To this end, all Estate Porters are expected to ensure the highest standards of external cleanliness around the school at all times.
- Remaining vigilant at all times and alerting the relevant persons of suspicious persons or activities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

Personal and Professional Specification

The post holder must have good interpersonal and communication skills and be able to liaise with external stakeholders and staff at all levels in a friendly and professional manner. They will be expected to maintain the utmost confidentiality and will need excellent organizational skills and be able to demonstrate a methodical and organized approach.

Line Management

The Estates Porter will report directly and be line-managed by the Facilities and Resources Manager however work closely and under the guidance of the Caretakers.

	Essential	Desirable
Education / Qualification	<ul style="list-style-type: none"> GCSE level achieved Full, clean driving licence 	<ul style="list-style-type: none"> 5+ GCSE passes or equivalent
Knowledge/ Experience	<ul style="list-style-type: none"> Basic computer skills including email and Microsoft Word Experience of manual work Experience of cleaning duties 	<ul style="list-style-type: none"> Previous experience of working in a school/ educational establishment Experience in a similar portering role Knowledge of child protection and safeguarding policies Experience of working with cleaning machinery/equipment
Skills/Competences	<ul style="list-style-type: none"> Good grasp of the English language. Physically capable of manual work Ability to priorities workload. Flexible and adaptable to changing requirements Diligent, conscientious and patient Calm, reliable and committed Ability to work as part of a team or alone Enthusiastic, friendly, and approachable manner 'Can do' attitude and proactive approach Ability to work with people at all levels. 	<ul style="list-style-type: none"> Bilingual Spanish would be desirable Previous H7S training courses (manual handling, fire safety, COSHH, working at height, First Aid etc.) Awareness of the need to observe child protection safeguarding at all times Some practical ability and DIY/maintenance skills

Job Description updated March 2023

Child Protection

All staff employed by Prior Park Educational Trust must committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the HSS can expect to be involved in activities which may require physical exertion, e.g., moving equipment or setting up for events as and when required, always observing health and safety regulations and practices.

Support for additional events may be required in agreement with the Facilities and Resources Manager, the preference would be to provide a suitable working rota and/or time off in lieu (TOIL) or paid overtime will be given as pre agreed.