



| **Position details:** |  |
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| **Job Title:** | PORTER / CARETAKER |
| **Hours:** | Full time (37.5 hours per week) |
| **Status:**  | Permanent  |
| **Responsible to:** | Estates Manager |
| **Functional links with:** | Members of all Estates Staff and Academic Staff |

**Job Purpose:**

The primary responsibility is to assist in the smooth operation of the College by dealing with day to day portering and caretaking duties. This will include but is not limited to the movement of deliveries, furniture and equipment. This responsibility extends to the overall security and safety of the College grounds and premises and will specifically include collection and management of waste and general tidiness of the site.

Although working as part of a team, many of the duties require taking control of a situation and getting the job done with the maximum speed and efficiency and the minimum supervision. A rota is in place to cover the requirements of the job from early morning to late evening (including Lock Up).

**General duties and responsibilities:**

* Set up rooms and other areas for events, functions and sports activities as required.
* Distribution of signage and car parking duties for special events
* Distribution of internal mail, parcels and other deliveries around the site
* Delivery and collection of materials and other items off site
* Assisting with unloading supplies and deliveries
* Delivering external mail to Post Office
* Deal with spillages and other emergency duties
* Raise, lower and switch on/off all astro lighting as necessary
* Assist colleagues in heavy cleaning duties such as floor scrubbing/polishing and pulling out furniture
* Carry out general maintenance duties such as painting, window cleaning, drain and gulley clearance etc
* Checking all buildings and perimeters are secure.
* Observe and report any items of defective equipment or work situations considered to be of an unsafe nature.
* Undertake such other duties as may be required from time to time as determined by the Estates Manager. On occasion, this may be outside your specified hours but as much notice as possible will be given.
* Attend training courses as required.
* Assist colleagues in dealing with the impact of adverse weather conditions such as snow, ice, heavy rain, etc

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

The post-holder must gain and retain a general awareness of College rules, policies and procedures, health & safety legislation and the effect that tasks for which they are responsible, or in which they are involved, have on themselves and others.

**Child Protection and Safeguarding:**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2024).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

**Person Specification:**

**Experience**

* Previous experience of working in a similar role

**Skills and Abilities**

* This role requires a reliable, versatile and methodical approach to problem solving and self-motivation in order to prioritise tasks and meet deadlines.
* Ability to communicate effectively in a professional, friendly and courteous manner with parents, suppliers, other members of the public and colleagues at all times.
* Able to work as part of a team and on your own initiative
* Current Driving Licence

**August 2025**

This job description is current on the date above. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.