



# QUEEN'S

## JOB DESCRIPTION

<b>Job Title:</b>	Evening Porter/Caretaker (x2)
<b>Hours:</b>	Part Time - 5.30pm-10.30pm - Term Time Only
<b>Status:</b>	Permanent

**Responsible to:** Estates Manager

### 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 the general tidiness of the site.

Although working as part of the wider Estates Team, the working hours will require you to take control of a situation and get the job done with the maximum speed and efficiency and minimum supervision.

### Main Duties:

- Set up rooms and other areas for events, functions and sports activities as required.
- Distribution of signage and car parking duties for events
- Distribution of internal mail, parcels and other deliveries around the site
- Delivery and collection of materials
- Assisting with unloading supplies and deliveries as needed
- 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
- Bale up waste cardboard for recycling
- 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.
- Assist colleagues in dealing with the impact of adverse weather conditions such as snow, ice, heavy rain, etc
- 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 sessions and courses as required.

## **Person Specification**

### **Experience**

- Previous experience of working in a similar role desirable

### **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.
- Able to work as part of a team and on your own initiative
- Current Driving Licence

### **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 2025).

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.

### **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.

### **December 2025**

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