



DEAN CLOSE FOUNDATION

Post:	Shift Porter
Line Manager:	Transport, Security & Portering Manager
Hours of Work:	40 hours per week, 52 weeks per year. Shifts to include 06:00-14:30 and 14:30-23:00 with alternate weekends (days off in lieu provided). Part time applicants also considered.
Salary:	£25,272 per annum (pro rate for part-time roles)
Start date:	ASAP (as soon as satisfactory checks are received)
Location	Dean Close School, Cheltenham

Shift Porter at the Dean Close Foundation

Are you ready to embark on a varied and interesting career as a Shift Porter where no two days are the same? At Dean Close School in Cheltenham, we don't just maintain a site; we create a vibrant and secure environment for our students, staff, and visitors. If you have a passion for ensuring the safety and comfort of others and enjoy an ever-changing environment, this role is tailor-made for you!

About Us:

Dean Close School is not just a school; it's a close-knit community that values excellence and safety above all else. As a Shift Porter, you'll play a pivotal role in upholding the foundation's commitment to providing a top-notch learning and living environment for everyone who walks through our doors.

Your Role:

Under the guidance of the Transport, Security & Portering Manager, you'll form an integral part of our Porter team, working diligently to oversee the daily operations and associated services of our school and local Foundation sites. From preparing rooms and making deliveries to managing site access and security, your contribution will be essential to the smooth functioning of the school. With a strong focus on customer service and excellent communication skills, you'll be the friendly face that represents our Foundation.

What You'll Do:

- **Create Welcoming Spaces:** With a keen eye for detail, you'll ensure that rooms are perfectly prepared to provide a warm and welcoming atmosphere for all.
- **Facilitate the Smooth Running of the School:** Ensuring deliveries and supplies are where they need to be at the right time with lifting, arranging, storage, transportation and delivery of furniture, equipment, catering supplies or materials.



- **Safe and Secure Campus:** Implement security protocols, handle collections, deliveries, and manage site access to maintain a safe environment for all members of the Dean Close Foundation community.
- **Collaborate and Assist:** Work closely with the team to ensure seamless daily operations, demonstrating both your ability to work independently and your skill in being a valuable team player.
- **High Standards, Always:** Uphold the highest standards by maintaining and caring for equipment to ensure efficient and safe service delivery.
- **Health and Safety:** Utilize your understanding of Health and Safety legislation to conduct all activities within the prescribed framework, ensuring risk assessments are in place.
- **Strong Communication:** Employ excellent communication and interpersonal skills to operate unobtrusively in a bustling living and working environment.

What You Bring:

- **Confidence and Presentability:** You'll be confident in your approach, are well-presented, and possess good customer service skills.
- **Team Player:** Working in a team comes naturally to you, and you are able to work together with a range of personalities.
- **Safety-First Approach:** Your commitment to safety and security is important, and you take pride in contributing to a secure environment.
- **Adaptability:** As a multi-faceted role, flexibility and adaptability are your strong suits.
- **Problem Solver:** You're quick on your feet and can find practical solutions to challenges that arise.
- **Passion for Service:** You genuinely care about the well-being of others and are dedicated to enhancing their experience.
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If you're ready to embrace a fulfilling role that combines service, security, and community, we invite you to join us with this exciting opportunity. Together, we'll create a safe and welcoming environment that fosters growth, learning, and success for all at The Dean Close Foundation. **Please note that a full UK Driving Licence will be required for this role.**

Terms and Conditions:

- Salary £25,272 (pro-rate for part time roles)
- The post is full time 40 hours per week. Part time applications will be considered for applicants who are able to work a full shift for 3 or 4 days per week (24 or 32 hours but must be able to work weekends)
- Hours of work will normally be based on an 8 hour shift (06:00-14:30 or 14:30-23:00 with an unpaid 30 minute lunch break) on a rota basis with flexibility required for additional hours when events dictate (on all sites). The rota will be published with at least 4 weeks notice but might be subject to short notice change to accommodate cover of annual leave or sickness absence.
- 22 days per year paid annual leave. Our Shift Porters are required to work on Bank Holidays but will receive an extra day off in lieu for these days.
- Flexibility to undertake revised work patterns will be necessary for this role
- Weekend working is expected to cover the 7 day rota. This will not include every weekend but will be based on the rota provided.
- Participate in continuous professional development, attending training courses as necessary in support of the role, and regular performance appraisals.
- Holidays are to be taken in agreement with the Head Porter.
- Dean Close Foundation sites are all non-smoking and employees are required to comply with this rule while at work.
- A free school lunch or dinner is available during term time.
- Members of staff can use the sports facilities (at staff allocated times).
- After the statutory probationary period, staff can join the Dean Close Staff Pension Scheme.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Dean Close Foundation reserves the right to update this Job Specification at any time.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.