



Porter/Facilities Assistant

Part-time (2 days)

Start date: ASAP

Temporary

Salary: Competitive with benefits



Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. Online searches may be carried out as part of pre-recruitment checks for short listed candidates. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Howe Green House School



Howe Green House School is a unique environment where children are encouraged, supported and challenged to find their love of learning and stimulate their curiosity of the world.

Our small class sizes and outstanding wellbeing and pastoral care ensures children are not only known individually, but are truly understood and celebrated. The Howe Green House family is a remarkable and dedicated one, and the positivity, kindness and support between each member truly extends outside the school gates.

The children at Howe Green House are immersed in an incredible range of opportunities and are encouraged to try everything on a journey of self-discovery to find their passions – developing resilience and confidence along the way.

Our educational experience starts in Little Oaks Nursery, where the children explore their world and build their knowledge and understanding. These learning connections are then strengthened through the pre-prep and prep school where the wide curriculum allows them to develop their learning skills to be collaborators, problem solvers and decision makers. The children are able to move on to their senior schools of choice with great success and confidence.



JOB DESCRIPTION

This role is an essential link in the smooth running of the School and requires someone who can work to tight timescales, has a flexible and friendly approach, remains professional at all times, and is a team player. A good level of fitness is required as nature of the role includes performing physically demanding tasks.

The role reports to the Headteachers/Operations Officer.

Key Responsibilities

The successful applicant will be required to carry out the following duties:

- Unlocking the school site.
- Control and safeguard the entry and exit of pupils, staff and visitors, dealing with unauthorised individuals and vehicles who are not authorised to enter the site in a professional and polite manner.
- Politely welcome and provide direction to authorised staff, parents and visitors to the School in relation to parking and entering the site.
- Securely receive parcels delivered to the School, delivering them around the school site and making arrangements for large deliveries to be met and dealt with.
- Moving furniture and equipment as required, which may involve moderate heavy lifting.
- Moving bagged general waste and recycling to collection point in car park.
- Ensure the security of the School entrance, perimeter and buildings by completing weekly checks.
- Prepare and set up classrooms, halls and outdoor spaces as and when required for daily activities and special events collaborating with other departments in timely and professional manner.
- Perform minor maintenance tasks and repairs (e.g. changing bulbs, tightening screws, putting up shelves, faulty locks)

- Monitor school heating, lighting and ventilation to check in good and proper working order.
- Conduct basic visual safety checks (fire exits, trip hazards)
- Check and ensure safe access during seasonal months (gritting paths and clearing snow in winter, sweeping leaves in autumn)
- Inspect playground and outdoor equipment for damage or hazards. Check and rake sandpits keeping clear of debris.
- Use school minibuses to transport pupils when needed (training will be given)
- Carry out safety check inspections to school fixtures and equipment as required (subject to instructions).
- Complete light gardening or groundskeeping tasks if required.
- Observe and comply with the school's Health and Safety policy and Code of Practice.
- Observe COSHH regulations and the safe use of chemicals.
- Be available for out of hours emergency call outs, if required.
- Act as Fire Marshall and First Aider as required. Training will be provided.
- Carry out any other reasonable duties required by the Headteachers, Operations Officer or Compliance Officer, or within the scope, spirit and purpose of the role.

Knowledge / Qualifications Required

- Knowledge of Manual Handling regulations (desirable)
- Full driving license (essential)
- First Aid qualification (preferred but not essential)

Skills / Experience Required

- Must be able to undertake moderately heavy manual handling
- Experience of working in a customer service environment

Personal Qualities

- Customer service oriented with polite, friendly communication skills and a 'can do' attitude
- A team player
- Willing, positive, cheerful and adaptable
- Committed to providing a quality service right down to the small details
- Proactive in seeking service improvements

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role. Availability and flexibility towards working hours outside normal working hours is required at busy times in school – subject to overtime remuneration.

