

Porter

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

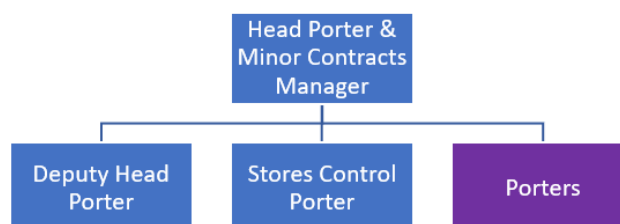
About the role

Working within the School Services team, the role holder will report to the Head Porter & Minor Contracts Manager (and Deputy Head Porter in the absence of the Head Porter & Minor Contracts Manager).

About the department

The portorage service is provided from 7am to 8pm seven days a week, across all areas of the School including Boarding Houses. At key times, Porters will be designated to a House; at other times, the service will be provided by a small team of six full time Porters, including the Head Porter & Minor Contracts Manager. A schedule of work is set by the Head Porter & Minor Contracts Manager in advance. Some activities are scheduled (post, laundry, waste), others will be on an ad hoc basis.

The Porters are responsible for ensuring that all areas of the School are prepared and ready for use, according to the demanding calendar of curricular, extra-curricular, and pastoral requirements, which results in work peaks at different times of the year. Their role is to keep the School buildings, classrooms, boarding houses and associated areas ready and prepared for use. This means they are required to undertake, organise and facilitate deliveries, removals, storage and refuse disposal. In undertaking these duties, the Porters also play a key role in ensuring the success of the commercial enterprises operation (Lets). In addition, the Porters drive the minibus to and from the swimming pool, school sporting events and outings for Laxton Junior School. On occasions, the Porters also drive the minibus for the Senior School.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Set-Up and Readiness

- Prepare rooms, buildings and grounds around the School to ensure readiness for regular events, such as:
 - Set up of classroom and teaching facilities.
 - Providing a pre and post Quarter service to the Boarding Houses.
 - Examinations.
 - General Studies and Society Nights.
 - Assemblies.
 - House receptions (parents' drinks/lunches, Christmas Dinner, Leavers' Dinner etc).
 - Parents receptions.
 - Concerts and events.
 - Sports teas.
 - Christmas and other festive events.
 - Speech Weekend and the annual Balls.
 - Lets and other outside events.
 - Weddings.
 - Ad hoc events as and when required.

Furniture and Equipment Moving

- Move furniture and large items around the School as requested/required.
- Help with the delivery of furniture and large equipment to classrooms and the boarding houses.
- Remove and dispose old, worn and broken furniture or equipment.

Access

- Manage and provide the day-to-day access of buildings as required throughout the School.
- Provide access and lock-up buildings for external Lets.

Deliveries

- Distribute and deliver post and supplies throughout the School and boarding houses.
- Collect dirty laundry and deliver clean laundry throughout the School and boarding houses.

Minibus Driving

- Drive the minibus in an appropriate and safe manner.
- Help the children get into and out of the bus.
- Keep the bus clean and tidy, and adequately maintained (water, fuel etc.).
- Ensure the bus is serviced and maintained as agreed with the Transport Manager.
- Follow the schedule of driving as identified by the LJS Headmaster or the Head Porter & Minor Contracts Manager.

- Complete and maintain vehicle records.

Other Responsibilities

- Ensure the appropriate Personal Protective Equipment is worn/used in accordance with the School's guidance and expectations in this area.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
A current full valid UK driving licence with no more than six points.	✓	
A current full valid UK driving license with D1 or D Category, with no more than six points.		✓
GCSE English Grade D or above, or equivalent qualification, or equivalent ability displayed	✓	
A nationally recognised First Aid qualification		✓
MIDAS Certificate*		✓
Competencies, Skills & Experience	Essential	Desirable
Good verbal communication skills to interact positively with children, young adults, all members of staff and the public.	✓	
Ability to read and write effectively	✓	
Ability to estimate time to complete tasks	✓	
Basic numeric understanding	✓	
Some familiarity with technology	✓	
Ability to lift weights (maximum 20kg)	✓	
Experience and knowledge of safe working practices and basic health and safety legislation (manual handling and working at heights)	✓	
Experience of working in a customer service role	✓	
Ability to lift and carry desks, chairs and other such items on a regular basis	✓	
Ability to work at heights	✓	
Have a clear understanding of the responsibilities of a van/minibus driver to other road users and pedestrians	✓	
Assembling technical equipment such as PC projectors		✓
Driving experience with a van/minibus.		✓
Have a clear understanding of van safety including loading vehicles, Load Safety distribution and tie down secure /bracing of vehicle loads		✓

Understand and carry out and record all the daily mandatory Driver Safety checks on the van prior to use		✓
Some experience of vehicle defect recording and reporting system to a Line manager		✓
Personal qualities	Essential	
Well organised and capable of prioritising own workload	✓	
Responsible, honest and reliable	✓	
A positive and flexible approach towards customer service	✓	
Courteous and understanding approach	✓	
Ability to work alone and as part of a team	✓	
Remains calm under pressure	✓	

*or evidence of working towards passing the test within 6 months of appointment.

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** As soon as possible upon completion of pre-employment checks (typically 4-6 weeks), and dependent on notice period.
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** You will work an average of 40 hours per week. The days and hours worked will be flexible as required to meet the needs of the role. Occasional hours on Saturdays and Sundays will be required. All meal breaks are non-working hours and unpaid.
- **Salary:** £25,396.
- **Holidays:** 31 days per annum, including 24 days paid holiday and 7 paid bank holidays. No holiday to be taken in the days prior to, and the weekend of, speech/leavers ball, nor the first week of Oundle School summer holidays. The School is in session for the first May bank holiday and this is considered a normal working day. The School contractually determines 3 of the 24 holidays, be taken between Christmas and New Year, where staff are contracted to work this period.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Friday 31 October 2025, 9am.

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193