



# BRADFIELD COLLEGE

## Job Description

<b>Job Title:</b> Housekeeping Porter	
<b>Reports to:</b> Housekeeping Supervisor	
<b>Reportees:</b> None	
<b>Location:</b> Bradfield College / St Andrew's	<b>Department:</b> Housekeeping
<p><b>Main Duties:</b> To provide portering and logistical support services across the College. This includes, but is not limited to:</p> <ol style="list-style-type: none"><li><b>Laundry Transport and Support</b><ul style="list-style-type: none"><li>Collect and deliver laundry between boarding houses, laundry facility, and various school facilities.</li><li>Assist laundry team with loading/unloading machines and moving bulk items safely.</li></ul></li><li><b>Distribution of Housekeeping Supplies</b><ul style="list-style-type: none"><li>Deliver cleaning products, toiletries, and linen to boarding houses and school buildings.</li><li>Maintain accurate records of stock movements and report shortages promptly.</li></ul></li><li><b>General Portering Duties</b><ul style="list-style-type: none"><li>Moving furniture, equipment, and other items as requested to support housekeeping and school operations.</li><li>Assist with setting up rooms for events or seasonal changes (e.g., term start/end, lettings).</li></ul></li><li><b>Customer Service &amp; Team Support</b><ul style="list-style-type: none"><li>Provide assistance to staff and students when delivering items or responding to requests.</li><li>Work collaboratively with laundry and housekeeping teams to ensure smooth operations.</li></ul></li><li><b>Health &amp; Safety Compliance</b><ul style="list-style-type: none"><li>Operate manual handling equipment safely and follow lifting guidelines.</li><li>Report any equipment faults or safety hazards promptly.</li><li>Using cleaning equipment and chemicals safely and in accordance with COSHH regulations and training.</li><li>Ensuring all cleaning materials and equipment are stored securely and safely.</li><li>Ensuring appropriate personal protective equipment (PPE) is used as and when required.</li><li>Supporting the wider Housekeeping team with ad hoc daily tasks as they occur across the estate.</li></ul></li></ol>	
<p><b>Financial Management:</b></p> <ul style="list-style-type: none"><li>Identifies ways to reduce business costs or improve business efficiency.</li><li>Monitors project delivery against financial and other metrics.</li></ul> <p><b>Training and Development:</b></p> <ul style="list-style-type: none"><li>Identifies opportunities for continuing professional development to ensure skills and knowledge are up to date.</li><li>Undertakes mandatory training required for the role, e.g. Safeguarding Children, Health &amp; Safety, COSHH.</li></ul> <p><b>Relationship Management:</b></p> <ul style="list-style-type: none"><li>Establishes and maintains effective professional relationships with colleagues.</li><li>Supports and enables own and colleagues' performance management.</li><li>Able to demonstrate professional behaviours and college values.</li></ul>	

- Ability to work as part of a team and independently.

**General:**

- Ability to organise own workload to meet targets and deadlines.
- Ability to communicate effectively.
- Flexibility to travel between sites (Bradfield and St Andrews) if required.
- Demonstrates attention to detail skills.
- Ability to work effectively under pressure and adapt to changing priorities.
- Ability to maintain confidentiality.
- Flexibility to undertake duties in another work area dependent on the needs of the business.

**Qualifications and experience required for this role:**

- A full UK driving license is required for this role.
- Awareness of cleaning techniques and hygiene standards.
- Understanding of COSHH and safe use of cleaning chemicals (training provided).
- Experience of working in an educational setting is preferred but not essential.
- Awareness of Manual Handling techniques.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.*