



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**ESTATES PORTER
FULL-TIME,
TERM TIME ONLY**

MAY 2023

www.stedmunds.org.uk



THE SCHOOL

OVERVIEW

We are a 2-18 independent co-educational day and boarding school with over 600 pupils. We foster a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

Every pupil here is known and understood.

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Estates Porter
TYPE OF POST	Full-Time, Term Time Only
GRADE	Pay Range - £22,265 - £24,423 (full time equivalent)
START DATE	May 2023 (Immediate Start Available)
HOLIDAY	5 weeks to be taken during School holidays
HOURS	37.5 hours per week

POST & DEPARTMENT

Advert	St Edmund's School Canterbury is seeking to employ an Estates Porter. We are an Independent School on a substantial site with multiple buildings and outdoor areas and require an experienced, enthusiastic, and reliable Porter to work under the direction of our Estates Manager to maintain a safe and welcoming environment for children and staff. Work within the Estates team is busy and varied and our porter will be supported by maintenance staff and a large cleaning team.
Role	The role will involve all aspects of portering with some duties being physical in nature and including working outside. You should therefore be comfortable lifting furniture, equipment and delivering goods within statutory limits. The postholder will also be required to provide support to the maintenance team where necessary.

DETAILS ABOUT THE POST

POST & DEPARTMENT

Hours of Work

To work 37.5 hours per week, term time only with the addition of 2 days at the end and start of term to be worked flexibly, determined by Estates Manager.

Responsibilities

The main responsibilities of this post include:

- Provide supervision and distribution of deliveries and ensure the reception area is free of boxes
- Transport materials and other items including clean and dirty laundry around the school as required
- Carry out periodic testing in accordance with current Health and Safety guidelines (to include monthly Legionella Testing and Fire Alarm System).
- Set up rooms for school events
- Assist in the School Festival
- Escort contractors and visitors around the school as required
- Carry out car parking duties as and when required
- Support the Maintenance Department
- Provide additional manual handling assistance when required
- Assist members of the Estates team where a second person is required
- To leave the working area in a clean and safe state on completion of a task.
- To use equipment and materials as directed and in accordance with instructions and current legislation (to include the correct use of PPE)
- To comply with instructions relating to security and confidentiality
- Undertake any other duties as directed by the Estates Manager which may be required within the level of the post
- Attend all training meetings and training courses as required by the Estates Manager.
- Familiarise and comply with the School's Health and Safety Policy and report any hazards or potential hazards to the Estates Manager.
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none">• Manual Handling	
SKILLS & EXPERIENCE	<ul style="list-style-type: none">• Physical Strength• Responsible, honest, and reliable• Practical• Ability to climb stairs/ladders and enter lofts and other confined spaces	<ul style="list-style-type: none">• Well organized and capable of prioritizing their own work
KNOWLEDGE	<ul style="list-style-type: none">• Good communication skills• Ability to read instructions	<ul style="list-style-type: none">• Understanding general needs of the School• Basic Health & Safety understanding
PERSONAL QUALITIES	<ul style="list-style-type: none">• Ability to work as part of a team and/or on their own• Stay calm in an emergency.• Flexibility	

CONDITIONS OF SERVICE

BENEFITS

Workplace pension, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff during term time.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk no later than 09.00am Thursday 20th April.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

