



A Career at St Edmund's College

Porter / Cleaner

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications		Basic Certificate in Health and Safety in the Workplace.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	- Demonstrable experience of working within a team. - Demonstrable experience of delivering a service/services in a customer-centric environment.	- Previously worked in a school environment. - Experience of the post applied for.	Contents of the application form Interview Professional references
Skills & Knowledge:	- Ability to behave in a manner which befits a student-centred environment. - Ability to adopt our Code of Conduct and Safeguarding policy, having received these documents. - Ability to communicate effectively with internal and external contacts. - Ability to follow instructions and work to given timescales and deadlines.		Contents of the application form Interview Professional references

**Personal
competencies
qualities, attitude
and behaviours**

- To be hard-working and take pride in your work.
- To be highly customer-serviced focused.
- To be professional yet personable.
- To be physically fit and able to undertake physical work, including lifting and carrying items of a reasonable weight.
- To be able to accept instruction and guidance as well as being able to work on your own initiative.
- To offer flexibility and be able to work as part of a team in order to achieve the goals of the department.
- To demonstrate versatility and provide cover for other staff as required and as instructed by your Line Manager.
- To be willing to work weekends and evenings as required (with advance notice).
- To be able to manage your workload and remain calm when dealing with several competing deadlines.
- Current UK Work permit required.
- Valid UK driving licence (necessary to drive the department vehicle).
- Current Enhanced DBS check will be obligatory if successful.

Contents of the application form

Interview

Professional references

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.