



Job Description: Estate Porter

Reports to: Estates Manager

Location: Battle Abbey Senior School

Hours: Full-time (may include occasional evenings/weekends)

Purpose of Role

To provide support to the Estates team in maintaining the school's buildings and grounds, ensuring a safe, clean, and welcoming environment for pupils, staff, and visitors.

Key Responsibilities

- Assist with the movement of furniture, equipment, and deliveries across the school site.
- Support the Estates team with general maintenance tasks (e.g., minor repairs, painting, basic DIY).
- Ensure external areas (paths, car parks, playgrounds) are kept tidy and safe.
- Assist with setting up rooms for events, assemblies, and exams.
- Monitor and report any health and safety hazards or maintenance issues.
- Provide portering services for internal and external events.
- Support waste management and recycling processes.
- Respond to emergency situations (e.g., spillages, urgent repairs).
- Carry out other duties as reasonably requested by the Estates Manager.

Person Specification

Essential

- **Physical fitness:** Ability to lift and move heavy items safely.
- **Practical skills:** Basic knowledge of maintenance and DIY tasks.
- **Reliability:** Punctual, trustworthy, and able to work independently.
- **Teamwork:** Good interpersonal skills and willingness to assist colleagues.
- **Health & Safety awareness:** Understanding of safe working practices.
- **Flexibility:** Ability to adapt to changing priorities and occasional out-of-hours work.

Desirable

- Previous experience in a similar role (school, hospitality, facilities).
- Knowledge of manual handling procedures.
- Basic IT skills for logging maintenance requests.
- Driving licence (if required for site duties).