

## **CHETHAM' S SCHOOL OF MUSIC**

- JOB TITLE:** Domestic Porter
- LOCATION:** Chetham's School of Music
- HOURS:** A total 37.5 hours per week, over a 7-day week (to include Saturday and Sundays) within the core time of 7.30am to 6.00 pm, 7.5 hours per day  
Hours to be arranged in consultation with Domestic Management, with appropriate notice given.
- PAY:** Starting at £8.96 per hour  
Rising to £ 9.13 per hour  
(Pay award pending)

**ACCOUNTABLE TO:** Domestic Services Manager/ Deputy Domestic Services Manager

**RESPONSIBLE TO:** Deputy Domestic Services Manager  
or in their absence, the Senior Domestic Supervisor.

### **JOB PURPOSE AND OBJECTIVES**

To work as part of the Domestic Services team delivering an efficient and high-quality portering service to the School.

### **MAIN DUTIES AND RESPONSIBILITIES**

To work as part of a team, carrying out general cleaning across the School as requested by the Domestic Management team/ Porters Team Leader.

The cleaning will include, but is not limited to

- Classrooms
- Toilets
- Residential areas
- Stairways
- Halls
- Use of buffing machinery

Portering duties to include

- Internal/external event set ups
- Audio/visual set ups
- Taking delivery/relocation of furniture
- Moving furniture
- Parcel deliveries/distribution
- Dusting, vacuuming and floor maintenance (including the use of a buffing machinery and other domestic cleaning appliances)

To carry out the above duties according to the frequencies specified in Work Schedules, or as directed by Domestic Management.

To report any occurrences which may prevent or delay portering or cleaning duties being carried out to management.

When required, to assist in the central laundry, processing clothing and bed linen.

To leave equipment and machinery in a clean condition and report any defects to management.

To undergo any training that might be relevant to the duties of this post, including attendance at any on-site training sessions organised by the department.

To have knowledge of the School's Health & Safety Policy and, in particular, that of the Domestic Services Department, carrying out duties in a manner which is safe for all.

To be responsible for promoting and safeguarding the welfare of children that they come into contact with at work.

Report any personal accidents/ untoward incidents to management immediately.

To carry out other duties required by the Domestic Services Manager which may not be shown on the Work Schedule but which are within the scope of the role.

To help to maintain the Domestic Services Departmental Risk Assessment by reporting any potential risks within the department to the Head of Department.

To carry out any other duties which fall within the remit of this post, but which are not listed above.

The post-holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom they are responsible, or with whom they come into contact, will be adhered to and compliance with Chetham's Child Protection Policy Statement must be ensured at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at the School, they must report any concerns to Chetham's Designated Safeguarding Officer or to the Joint Principals (as appropriate).

### **Safeguarding Children Policy Statement**

Chetham's Safeguarding Children Policy and Procedures are available on Chetham's website, [www.chethams.com](http://www.chethams.com).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the

needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the above Job Description

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Domestic Assistant</b>	<b>Requirements/ Specification</b>
	<b>Essential</b>
Previous experience of working in a busy domestic environment	<b>E</b>
Previous experience of working with a Rotary floor scrubbing machine	<b>E</b>
Clear spoken and written English	<b>E</b>
Excellent time management skills	<b>E</b>
Ability to work on own initiative and able to cope with periods of pressure and change	<b>E</b>
Flexibility with regards to working hours, practices and sharing of duties with other team members as and when required	<b>E</b>
Reliable, conscientious and willing to work as part of a team	<b>E</b>
Well organised, honest and able to maintain confidentiality	<b>E</b>
Suitability to work with children	<b>E</b>
	<b>Desirable</b>
Previous experience of working with children	<b>D</b>
Previous experience of working in a school/ college or hotel environment	<b>D</b>