# Job Description

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<tr>
<th>Job Title: Porter</th>
<th>Post Holder:</th>
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**Reporting To: Head Porters**

**Main Purpose Of Role/Overview:**
To meet and greet all visitors, conference guests and delegates, assist students where required, carry out security patrols of the grounds and building and maintain a log of visitors.

**Main Responsibilities and Duties:**

**Reception**
1. Meet and greet all visitors and members of the college.
2. Maintain the college switchboard.
3. Receive and distribute incoming mail and other items, plus large mailings out when required, including the maintenance of pigeon holes for Fellows, students and staff.
4. Take payments for items and merchandise and record appropriately.

**Standards Of Performance/Results:**

1. Receive guests in a polite, friendly and professional manner. Be able to complete all relevant forms and ensure all enquiries are dealt with as quickly, efficiently and courteously as possible. Issue visitor passes and keys to conference delegates in a timely manner. Complete the Contractor register as appropriate.
2. Answer the telephone in a timely, polite and professional manner.
3. Deal with post and parcels for both staff and students using the correct forms.
4. Ensure processes followed in accordance with procedures.

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5. Adhere to and maintain procedures manual
6. Organise University publicity material for events as appropriate and the distribution of newspapers and periodicals
7. Assist in monthly meter readings at off-site houses.
8. Assist with snow clearance, as needed
9. Record and monitor the system of storage in Oldham Hall and Warburton
10. Assist with the interview process for potential new students, by way of welcoming them and guiding them through the day.
11. Setting up rooms for conferences and meetings
12. Maintain the stock of College bicycles for loan

**Fire Safety and Security**

13. To operate and monitor the CCTV system as necessary.
14. To operate the security and fire alarm systems
15. Assist with the fire safety checks
16. Buildings, college grounds and car park patrols.

5. Ensure all procedures are followed and reviewed and updated regularly
6. In a timely manner
7. Ensure all property is accessed in accordance with procedure and records kept appropriately
8. Ensure procedures are followed and College grounds made as safe as possible
9. In accordance with procedures, ensure records are kept and maintained.
10. Greet in a courteous and friendly manner
11. Support other team members with room set up as required
12. Maintain appropriate records
13. To be fully conversant with the operation of CCTV system.
14. Monitor the alarm, access control and CCTV systems and be fully conversant with the operation of fire panels and chubb security system
15. In accordance with processes and procedures in accordance with schedules or as required by management
16. Regular patrols of the grounds and building, ensuring familiarity. Deal with breaches of security promptly, reporting and logging such incidents and where
17. Incident reporting.

18. Deal effectively with lost and found property

19. Control the issue and recording of door access cards and keys to authorised personnel

20. Maintain a system of car parking permits for members of college and visitors, and management of car parking as appropriate

21. Maintain bicycle registration

22. First Aid/Fire Training and accidents

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the college.

necessary informing relevant authorities.

17. Complete reports in the diary and Microsoft word documents.

18. Ensure log maintained and procedure followed accordingly.

19. To be conversant with the procedures for the issue and control of access cards, maintaining records appropriately reporting any loss or compromise of keys immediately.

20. To carry out checks of the car park, maintain a written log of checks and carry out any further actions.

21. Ensure all bicycles are registered and stored appropriately

22. To be trained in first aid and fire warden duties. Ensure all accidents and illnesses are dealt with promptly and appropriately and to inform Tutors when necessary. Ensure all accidents are recorded in the accident book.

Scope/Size Of Role (Budgets, People, Etc):

Significant Internal/External Relationships: Fellows, staff, students, conference delegates, guests and members of the public

Objectives (As Per PDR) Or Key Milestones: Target/Objective: Time Duration:

Date Prepared: Agreed By Manager:
By Whom: Agreed By Post Holder:

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