|  |
| --- |
| **JOB DESCRIPTION** |

|  |  |
| --- | --- |
| **Job title:** | College Porter |
| **Department:** | Porters’ Lodge |
| **Job purpose:** | To ensure that the College’s security, first aid and fire safety duties are carried out.  To represent the College by providing reception, switchboard and general front of house services to college members, visitors, and guests with a high standard of professionalism and courtesy.  To ensure the welfare of the College members.  To help ensure that College rules are adhered to. |

|  |  |
| --- | --- |
| **Main duties:** | * Welcoming students and visitors to the college in an efficient, friendly and informed manner. * Dealing promptly, politely and efficiently with all enquiries at reception (either in person, by telephone, or by email) using prioritisation skills. * Managing the College’s telephone switchboard and relaying calls as required. * Distribution of mail within the College. * Receive, check and organise parcel deliveries for students and staff in a timely manner. * Provide a primary response in case of break-ins, accidents, disturbances, intruders, fire alarms, lost property or illness, including alerting Emergency services and activating the ERP (Emergency response plan) * Act as, or assist, a Fire Marshall in case of a fire alarm (appropriate training will be given where required) * Providing a first response to fire alarm activations and other emergency situations. * Ensuring that the student bar and other College student organised events are run in accordance with the College rules and licencing regulations, and with guidance from the Second Bursar. * Helping both the DCSA (the Darwin Student Association) and the College in the operations of the punts and other river craft, including monitoring the punt booking schedule, enrolling members, handing out and collecting keys. Ensuring safety and insurance obligations are followed in this regard. * Providing a first aid response, giving advice on where to seek medical help. * Monitoring accident report forms, coordinating calls to emergency services, and letting the College offices know of any incidents. * Monitoring CCTV provision is functioning correctly and using it as a tool to monitor the safety and security of the premises. * Regular patrols of college properties to ensure the security of the buildings and residents in accordance with college procedures. * Assisting with room set up including AV equipment and furniture moving. * Assisting with guest room bookings, checking in guests and distributing keys. * Locking/unlocking and securing college buildings at the designated times in line with college procedures * Be alert to Maintenance issues across the College and carry out any minor tasks to help out Domestic and Maintenance teams. * May be expected to carry out other duties within the College on occasion. * Assist with and facilitate the arrival and departure of students including issuing keys, accommodation licences, forwarding post, issuing bedding packs. |

|  |  |
| --- | --- |
| **Works with:** | * The Head Porter * The Porters * Students and fellows * College staff |

|  |  |
| --- | --- |
| **Responsible for:** | N/A. |

|  |  |
| --- | --- |
| **Responsible to:** | * The Head College Porter |

|  |
| --- |
| **PERSON SPECIFICATION** |

|  |  |
| --- | --- |
|  | **Essential:** |
| **Qualifications**  **& Learning** | * To be able to effectively communicate in the English language in order to provide a high level of service to callers (in person, on phone and by email) to the Porters’ Lodge. * Computer literate sufficient to use Microsoft 365 products and College internal software for room bookings, accommodation management and electronic card management. * Trained First Aider / Mental Health First Aid and Fire Marshall, or willing to train |
| **Experience:** | * Experience of working in an environment where customer care is important. * Experience of working in a customer service / public reception role. * Experience of working in a role with responsibility for security and/or safety is desirable |
| **Skills:** | * Able to deliver excellent customer service including in occasional challenging circumstances. * Ability to multi-task in a busy working environment. * Ability to deal with welfare issues in a compassionate and sensitive way. * Able to work alone and also collaboratively as part of a team. * Ability to take charge of occasional difficult situations in a calm manner and provide primary response to achieve the best outcome. * A positive and flexible approach to work. * Ability to make quick decisions in challenging situations and work well under pressure. * Ability to work with others – professionals, colleagues and students. * Able to comfort and support members in distress * Able to operate discreetly and to ensure matters are kept appropriately confidential. |
| **Special requirements:** | * High standard of personal appearance and grooming at all times. * A good level of fitness to be able to respond quickly to situations that may arise on the main site and other college locations. * Able to work a flexible shift pattern on a rotational basis including days, evenings, nights, weekends and Bank Holidays. |

*This job description is non-contractual*

**Reviewed by Head of Department and Human Resources : October 2024**