



OPPORTUNITY

Porter/Driver

Reference: 0530-23

Grade: 4

Salary: £20,578 to £22,197, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time (36.5 hours per week)

Job description

Job Purpose:

The principal objective is to provide a porter service in the Facilities and Resources team.

Main duties and responsibilities

- ▶ Prepare conference and teaching rooms as required, including furniture layout, provision of markers/water/carafes and basic visual aids, etc.
- ▶ To undertake the movement of furniture, equipment, materials, stationery, laundry, etc. around the campus as required.
- ▶ Carry out evening lock-up check on all buildings.
- ▶ Dispose of waste to skips/bins.
- ▶ Drive University goods vehicles including check on, safety of load, and basic checks on vehicle etc.
- ▶ Removal and relocation of all furniture, equipment, and materials, as directed by the Porter Supervisor.
- ▶ To assist with deliveries to the University, and support the inward/outward distribution of such goods as appropriate.
- ▶ To undertake external seasonal cleaning duties such as snow clearing, gritting, and sweeping of leaves, as required.
- ▶ On ceremonial occasions and for public performances, act as attendants.
- ▶ To undertake internal and external cleaning duties, such as the removal of litter and rubbish, including the use of the pressure washer as required.
- ▶ To assist with emergency procedures, clearing of floods, blocked drains etc. and assisting maintenance staff as appropriate.
- ▶ To assist with a range of mailroom duties, that may include the delivery, collection franking, sorting and recording of mail when required by the Porter Supervisor.
- ▶ To identify and remove all unauthorised notices and signs.
- ▶ To undertake car parking duties when required.
- ▶ To assist disabled persons, where there is a need to access areas that have no physical solutions available.
- ▶ Any other duties commensurate with the level of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Educated to literacy and numeracy minimum level stage 2.	Application form
Experience	<p>Previous experience in a Portering or similar role.</p> <p>Ability to undertake moderately physical work on a regular basis (e.g. furniture removal, rubbish removal and room clearances etc.).</p> <p>Able to work as part of a small team.</p> <p>Good written communication skills</p> <p>Willingness to participate in a variety of tasks.</p> <p>Ability to follow procedures to a required standard i.e. health and safety and locking up procedures.</p> <p>Good customer service skills.</p> <p>Good verbal communication skills</p>	Application form and interview
Aptitude and skills	<p>Willingness to undertake training to cover other activities e.g. Fork lift truck operations, post room and office cover.</p> <p>Able to work evenings/weekends.</p> <p>Driving licence desirable</p>	Application form and interview

Contact information

Enquiries about the vacancy:

Name: Andrew Keogh

Job Title: Facilities Officer

Email: a.keogh@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website [here](#).

Before applying for this role, you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

The most common types of visa to work in the UK are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields, you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

You can find information about the Global Talent Visa on the gov.uk website [here](#), and on the Royal Society website [here](#).

You can also find further information about work visa options on our website [here](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**