

# JOB VACANCY

## SCHOOL PORTER



### About the Role

We are seeking a reliable and hardworking School Porter to join our estates team. The successful candidate will play a key role in ensuring the smooth day-to-day operation of the school, providing support across the site and maintaining a safe, clean, and welcoming environment for students, staff, and visitors.

### Key Responsibilities

- Assist with the movement of furniture and equipment around the school.
- Set up rooms for events, meetings, and assemblies.
- Carry out basic maintenance tasks and report any issues promptly.
- Ensure deliveries are received and distributed correctly.
- Maintain cleanliness and tidiness in communal areas.
- Provide assistance during school events and emergencies.

### Requirements

- Previous experience in a similar role is desirable but not essential.
- Good physical fitness and the ability to lift and move heavy items.
- Strong communication and teamwork skills.
- A proactive and flexible approach to work.
- Basic knowledge of health and safety procedures.
- D1 driving license desirable

### Benefits

- Competitive salary.
- Pension scheme.
- Term time only with the potential for overtime.
- Meals whilst on duty

**For more information, please contact** [lucyfo@appleford.wilts.sch.uk](mailto:lucyfo@appleford.wilts.sch.uk)