

**Job Description for the Post of
Postal Porter (Ref: EST08/15)**

1. **General Details**

Job Title:	Postal Porter
Location:	Estates
Normal workbase:	Stoke Campus
Tenure:	Permanent
Salary:	Grade 3 currently £15,216 - £17,519 per annum

2. **Job Purpose**

To assist in the provision of a day to day estate management service for the benefit of staff, students and visitors

3. **Relationships**

Responsible to: Head of Campus and Operational Services / Campus Operations Manager via an appropriate Manager

4. **Main Activities**

- § General portering duties including receipt and transportation of deliveries, movement of furniture, equipment, post and parcels, undertake individually or as part of a team, the cleaning of areas of University either internal or external in accordance to the required standards and specification as directed by line manager.
- § To undertake minor/routine maintenance tasks and report any defects as necessary.
- § To drive any University leased/hire vehicles and carry out driver servicing to maintain roadworthiness and to ensure the cleanliness of any University leased/hired vehicles. There is a requirement for minibus and driving assessments for which full training will be given.
- § Work in compliance with Health and Safety regulations and good working practices. Reporting of repairs in all university areas to the Estates repair line.
- § Attending relevant staff development training courses.
- § Assisting with emergency evacuation procedures.
- § Responsibility for allocated keys, and the operation of building security procedures as directed by the Head of Campus and Operational Services or their nominated deputy.
- § To transfer between working areas as instructed by the Head of Campus and Operational Services or their nominated deputy, to cover work for absent colleagues on a temporary basis.
- § To use good customer care / diversity practices to colleagues, staff, students and visitors to the University.
- § Completion of any required documentation in relation to any university procedures.
- § Any other reasonable duties as may be required from time to time by the Head of Campus and Operational Services or their nominated deputy.

5. Person Sought

Essential Criteria:

- § A minimum of one year's experience in a similar role and environment
- § Demonstrable experience of providing excellent customer service
- § A willing and conscientious attitude to work
- § Ability to display initiative
- § Willingness to undertake appropriate training
- § The possession of a current appropriate full driving licence
- § A knowledge of basic maintenance
- § Basic IT skills
- § Ability to communicate effectively with colleagues, staff, students and members of the public
- § Commitment to the University's mission and delivery of the University Plan

Desirable Criteria:

- § Previous basic Health and Safety and Manual Handling training
- § Licence to drive category B vehicles, D1 mini buses and LGV

6. Special Conditions

- § This post is available on a permanent basis.
- § **Postal Services** - Hours of work will be 37 hour standard week. Hours of work will be as per contract. Times to be arranged by mutual agreement. Some flexibility will be required and hours to be worked on a 5 out of any 7 day basis. The first 37 hours in any one week will be paid at plain time, regardless of the actual days worked, this will include evenings and weekend work as appropriate. Any hours in excess of 37 per week will attract time off in lieu or agreed overtime rates.
- § Within the context of the main activities, some heavy lifting will be required. Uniform and protective clothing will be provided and must be worn whilst on duty only.
- § The postholder will require a full driving licence. The postholder is required to refrain from consuming alcohol whilst on duty and is required to present for work free from the influence of alcohol.
- § Extra hours may be required from time to time for which appropriate additional payments will be made.
- § Although primarily based at the Stoke Campus, you may be required to cover at other University campuses.
- § The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

June 2009

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 28 JULY 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.