



WESTMINSTER SCHOOL

Person Specification – Porter

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least GCSE (or equivalent)	Yes	
Knowledge/Experience	Experience of working as a porter		Yes
	Knowledge of health and safety		Yes
	Experience of working within a school environment		Yes
	Understanding of Manual Handling and basic Handyman skills		Yes
	Experience of basic administration (e.g. record keeping)		Yes
	Knowledge of safeguarding and child protection	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Excellent customer service skills	Yes	
	Excellent communication skills, both written and verbal	Yes	
	Basic computer skills, such as using email and recording data	Yes	

	Possess a professional, approachable manner	Yes	
	Ability to work autonomously and as part of a team	Yes	