The Honourable Society of Lincoln's Inn

Job Title: Outside Porter

Department: Facilities Department

Reporting to: Assistant Facilities Manager

Responsible for: None

Hours: 40 hours per week, 08:00-16:00, Monday-Friday inc.1 hour lunch and a 15-minute tea break;

This is a site-based role.

How to apply: Please send your CV to HR@lincolnsinn.org.uk

Post Objectives

- External cleaning & tidying of the Estate
- Moving Furniture (supporting Events & Catering)
- Supporting Ad-Hoc tasks from FM department at the discretion of line manager
- To carry out all to a high standard of safety and Hygiene

Main Duties

The following list of duties is indicative of the nature of the post.

Priorities-Timescale-Standards will be set in agreement with Line manager recognising the level of professional competence of the post holder.

- Keep all external areas of Lincoln's Inn estate clean by sweeping paths/roadways/floors
- Collect commercial & residential rubbish and transport safely to the western service yard, following guidelines for any specialised waste
- Operate the waste compactor and machinery safely and follow instructions
- Assist the movement of furniture in preparation of any event supporting the Catering and Events department that are planned. Support any unplanned requests
- Assist the verger/cleaner as required in the transportation of Chapel silver
- Hoist and haul down any flags requested by request from the business

- Always comply fully with the Inn’s Health and safety policy
- Undertake self-development activities appropriate to the nature of the post

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The Honourable Society of Lincoln's Inn

Person Specification

Job Title: Outside Porter

Department: Facilities Department

Knowledge/skills required:

- Basic knowledge and understanding of COSHH
- Some previous experience operating power machinery is an advantage
- A good command of spoken English is essential to be able to communicate well with all staff members, members of the Inn and the public
- Good levels of flexibility to the role to meet the needs of the Inn
- Good positive attitude
- Customer focus led
- Ability to plan ahead and work effectively
- Able to work as part of a team, as well as working on your own initiative.
- Able to lift up to 20KG

The Honourable Society of Lincoln's Inn

Benefits

What's in it for you?

There are lots of great reasons to work at Lincoln's Inn, including:

- Generous annual leave entitlement; 30+ days including closure periods over Christmas, Easter and August (for most roles)
- An excellent free lunch
- A 35-hour working week including paid breaks (for most roles)
- Hybrid working (depending on role)
- Overtime paid for Operational roles
- Private Medical Insurance
- A non-contributory 12.5% Stakeholder Pension Scheme
- Interest-free Season Ticket/Bicycle loan
- Free uniform for operational roles (laundered)
- Enhanced Maternity and Paternity and Shared Parental Leave
- Great annual training and continual development support
- Bicycle stands and shower facilities
- Great annual training and continual development support
- Death in Service benefit; 6 x your annual salary
- Free Eye tests and free chiropody
- Access to a confidential Employment Assistance Programme
- Team building days
- Plenty of social events, such as staff parties, quiz nights etc.
- Employment Membership shopping discounts

The Honourable Society of Lincoln's Inn is committed to ensuring both its members and staff members are treated with dignity and respect throughout their careers. We promote values of trust, transparency, and respect for all through robust policies and procedures.