

# JOB DESCRIPTION



<b>Job Title:</b> Part-time Porter x3
<b>Department:</b> Estates
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> London
<b>Reports to:</b> Domestic Facilities Manager
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours:</b> 20 hours per week (4 hours per day)
<b>Grade:</b> Grade 1
<b>Overall Purpose of the job:</b> The post holder will normally be associated with Portering duties but will form part of a team and be flexible to act in posts of both Porter and Cleaner as directed by the on-site manager/line manager.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

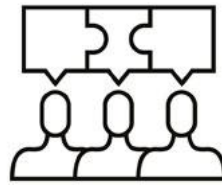
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### **Main Duties and Responsibilities**

Be responsible for the provision of cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.

#### **Room Set Ups:**

- Setting up rooms in different styles as per instructions and opening/ closing partitions as required.
- Moving heavy items (crates, boxes, etc) and furniture in general (pedestals, cupboards, desks, etc).
- Delivering recycling and confidential sacks as required
- Keep all internal and external areas (moats, entrances, etc) along the different buildings on a daily and weekly basis.

#### **Cleaning duties**

- Work in accordance with Risk Assessment and Methods Statements
- Emptying litter/refuse bins, etc and removing waste to designated areas in accordance with recycling policy.
- Collect recycling and confidential sacks when required.
- Segregate all refuse accordingly into all bins in the backyard and keep the whole area clean and tidy.
- Remove all offensive waste bins, including clinical waste across labs as per training given by the School.
- Deliver Nitrogen to supply all labs across the School.
- Move canister in the backyard to be refilled by assigned suppliers.
- Move heavy items, i.e. crates, boxes, and furniture in general. Delivering recycling and confidential sacks as required.

#### **Usage of Internal Interface Service Desk:**

- Close all jobs assigned on a daily basis after the conclusion of every job indicating time for job completion and employees every day.
- Deliver parcels including labs as required on a daily basis.
- Be able to use Agresso system as per training given by LSHTM

## **Cleaning**

- Cleaning of working surfaces and other furniture as directed. Deep cleans and disinfections across the buildings and different areas depending on programs and schedules.
- Clearing up after flooding and/or any other emergency cleaning.
- Clean toilets and washrooms to the required standard where allocated.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Using powered equipment where necessary (scrubbing machines, wet pickup machines, vacuum cleaners).
- Clean working surfaces and other furniture as required
- Empty and replace waste bins, collect wastepaper and transfer to disposal points using refuse sacks.

## **Weekly Cleaning**

- Dust skirting boards
- Sanitise telephones
- Polish all wooden office furniture, cabinets, and bookcases.
- Damp dust and dry polish metal furniture, cabinets, and cupboards.
- Scour WC pans, urinals and wash basins using a mild acid toilet cleanser.
- Damp dust doors including kick plates, ironmongery, and frames.
- Wash down ceramic tiled and Formica walls and partitions.

## **Toilet Areas**

### **Daily Cleaning**

- Thoroughly sweep all floors.
- Thoroughly wash all floors using germicidal disinfectant detergent.
- Empty and replace waste bins, collect litter and transfer to disposal points.
- Bin liners are to be changed daily.
- Wash WC pans, urinals and wash basins using germicidal disinfectant detergent.
- Wash both sides of toilet seats using germicidal disinfectant and dry polish.

## Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent in Maths and English</li> <li>• Full UK Driving License</li> <li>• First Aid at work</li> <li>• IOSH Working Safety Qualification or similar Health &amp; Safety qualification</li> <li>• Fire Safety warden training</li> <li>• Manual handling training certificate</li> </ul>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a post where there is a Porter handling environment in the higher education sector</li> <li>• Ability to maintain accurate written records which are structured, clear, and concise</li> <li>• Knowledge of Health &amp; Safety issues in relation to facilities matters</li> <li>• Substantial experience in a similar role</li> <li>• Willingness to work flexibly</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Polite and professional manner</li> <li>• Punctual and reliable</li> <li>• Calm under pressure</li> <li>• Good communication skills and a firm manner</li> <li>• Ability to work as a team and prioritise workload</li> <li>• Effective decision-making and the ability to use sound judgment.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: May 2026

## **Salary and Conditions of Appointment**

The post is permanent and part-time 20 hours per week (4 hours a day). The salary will be on the LSHTM salary scale, Grade 1 with salary of £14.80 per hour - £27,010 per annum pro-rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

## **Application Process**

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## **Asylum and Immigration Statement**

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum job classification, skill level, salary or qualification requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.