JOB DESCRIPTION

JOB TITLE	Patient Porter
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

We are seeking a reliable and compassionate Porter to support the safe and efficient movement of patients, equipment, linen, and clinical materials across our healthcare facilities. This is a vital frontline role, contributing directly to patient care, infection prevention, and the smooth day-to-day operation of wards, theatres, and departments. You'll work closely with clinical and non-clinical teams, ensuring services are delivered safely, respectfully, and in line with health and safety requirements.

KEY TASKS & RESPONSIBILITIES

- To transfer patients in a safe and appropriate manner to and from the wards, theatres, and departments via means of walking, wheelchair, stretcher, and beds.
- To transfer deceased patients from the ward to the mortuary.
- To help distribute medication and fluids from pharmacy too the wards/departments.
- Remove equipment from wards/departments as required.
- Removal of clinical and nonclinical waste and laundry from all areas as required, this would involve the movement of large heavy bins of clinical waste, Cages full of dirty linen and cardboard around the hospital to the service yard. Sort the waste and label the bins, empty waste into the compactor and or the bailer.
- To prepare linen trolleys for delivery to all areas as per agreed stock levels.
- To restock the linen in the wards
- Restock medical gas cylinders as per the agreed stock levels
- Delivery of health records to the wards/departments
- Collection of pathology samples/specimens and deliver to the laboratories
- Movement of Goods to the required departments

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- Previous experience in a portering, healthcare or similar operational role (desirable but not essential)
- A good understanding of health & safety, manual handling and infection control practices

- Basic literacy and communication skills
- Ability to work both independently and as part of a team
- Good communication skills, with the ability to interact professionally at all levels
- A compassionate and respectful approach when supporting patients
- Physical capability to carry out manual tasks, including moving equipment, waste and supplies
- Reliable, flexible and proactive attitude

Desirable:

Manual handling training

COSHH awareness

Experience handling medical gases

Basic IT or mobile device skills

WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature: Date:

Name:

(Line Manager)

Signature: Date: