

JOB DESCRIPTION



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

ROLE OVERVIEW

As a Porter, you will play an important role in supporting the day-to-day operation of facilities services, ensuring that spaces are safe, functional and ready for use. You will be responsible for the movement of goods, equipment and furniture, as well as supporting room setups and basic site tasks across a variety of client environments.

This is a hands-on, varied role that requires flexibility, reliability and a proactive approach, working closely with site teams to respond to operational needs and maintain high service standards.

KEY TASKS & RESPONSIBILITIES

- Support the safe movement of furniture, equipment and deliveries across site
- Set up and rearrange rooms, offices and event spaces in line with requirements
- Prepare meeting and conference rooms, including basic setup of equipment such as laptops and teleconferencing systems
- Assist with minor maintenance tasks, including basic repairs and equipment checks (e.g. replacing batteries)
- Respond to Helpdesk requests and complete tasks within agreed timeframes
- Ensure all work is carried out safely, efficiently and in line with site procedures
- Maintain cleanliness and organisation of work areas and equipment
- Work collaboratively with site teams to support service delivery
- Follow all health & safety and manual handling procedures at all times

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to Work in the UK and willingness to undergo a DBS check.
- Previous experience in a portering, facilities or similar support role (desirable but not essential)
- A good understanding of health & safety and manual handling practices
- Strong communication skills and the ability to interact with a wide range of people
- Ability to work independently and as part of a team
- A flexible and proactive approach to work
- Good problem-solving skills and a willingness to support a range of tasks

- Physical capability to carry out manual handling duties, including moving furniture and equipment

Desirable:

Basic maintenance or facilities experience

Experience working within Facilities Management (FM) or multi-site environments

WORKING ARRANGEMENTS

This <permanent / full-time / part-time / casual> position will be based at <site/location or multiple sites>, 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: