

### **Job Description**

<b>Job Title:</b>	Night Porter – BANK WORK. As and when required.
<b>Responsible to:</b>	Operations Manager
<b>Accountable to:</b>	Matron / Chief Executive (Liaise with Operations Manager re holidays)
<b>Hours:</b>	Be available for on call for night shift during the week and weekends
<b>Overall objective:</b>	To provide all portering and security duties throughout the night and to provide night time switchboard cover.

#### **Main duties and responsibilities:-**

1. To protect and monitor the security of the Clinic and grounds against any criminal activity, damage, fire, floods and any entry by unauthorised persons.
2. Responsible for switchboard at Main Reception switching the telephone through to the area where Night Sister/ Nurse in charge is located when away from the area.
3. Responsible for ensuring no visitors are admitted after 9.30 pm (unless permitted by Night Sister/ Nurse in charge)
4. Responsible to ensure premises are locked at 10 pm thereafter controlling entry and exit of all persons until 7am.
5. To complete tasks listed on the night shift porter's checklist and sign. Tasks include securing of doors and windows, unplugging of electrical appliances not in use, activation of alarms and switching on/ off lights and ensuring that air conditioning is turned off.
6. To activate and monitor the alarm systems for ground floor and theatres. In the event the alarm sounds alert the Night Sister/ Nurse in charge who will advise of action to be taken.
7. To verify and check the sensor beam at reception entrance is operational and responsive to motion and all cameras are operational during the nightshift. Report any defects to Night Sister/ Nurse in charge.

8. Assist Night staff with any emergency admissions to the hospital.
9. Refer all enquiries to Night Sister/ Nurse in charge.
10. Perform other specific portering/security duties as requested by night staff.
11. .Change O2 cylinders as requested by night staff.
12. To remain vigilant and pro-actively maintain observation of the security camera's at reception for any suspicious activity .Record and report any suspicious activity in the exterior or interior perimeter of the Clinic to the Night Sister/ Nurse in charge.
13. Monitoring of the security cameras at reception to ensure the external contractor attends to salt the Car park and pathways during frost, prior to staff attending for day shift. Inform Estates regarding any issues observed relating to Estates.
14. Regular inspection of car park during night hours. Secure the car park and record any car registration numbers not already identified as patients' vehicles and report same to Night Sister/ Nurse in charge. When inspecting the grounds, always have the mobile phone on your person and inform Night Sister/ Nurse in charge before leaving the building.
15. Open Reception entrance at 7.00 am and open barrier to staff car park. Open and close various Clinic's entrances and exits as required.
16. Contact Night Sister/ Nurse in charge regarding any problems or queries which may arise.
17. Hand over to Receptionist each morning.

### **General Duties**

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures at all times.
2. Comply with the Ulster Independent Equal Opportunities Policy at all times.
3. Attend required mandatory in-service training and other lectures if appropriate.

4. Actively participate and contribute to the continuous improvement of the service in own work area.
5. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
6. Communicate effectively with all users of service, being courteous and respectful at all times.
7. Attend all meetings as required.
8. Maintains own personal development file.

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

### Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
<b>Knowledge and Experience</b>	<p>Experience of working in a customer care work environment.</p> <p>Basic computer skills</p>	<p>Experience of working in a healthcare environment.</p> <p>Experience of using a multi-channel switchboard.</p>
<b>Education/Qualifications / Training</b>	Basic literacy and numeracy skills, both verbal and written.	GCSE English Language and Mathematics at Grades A to C (or equivalent).
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• **Evidence of right to live and work in UK</li> <li>•• Qualification checks</li> <li>• Satisfactory *ACCESSNI clearance.</li> </ul>	

#### Competencies:

- Ability to work as part of a team and also without supervision
- Effective communication and interpersonal skills
- Ability to plan, organise and prioritise own workload.
- Patient focused
- Attention to detail

### Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\*You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.