



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	Porter
Department	Estates and Facilities
Reports to (job title)	Facilities Manager
Direct and Indirect Reports	No
Job Grade	TBC

Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



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What you'll be doing (your job purpose)

The Porter role at Health care Management Trust maintains the functionality, safety, and cleanliness of the hospital environment. You will perform routine maintenance and repairs on infrastructure and equipment, ensuring everything is in good working order. Conduct regular safety inspections, implement protocols to prevent hazards, and provide support services such as portering, waste management, and security. Effective communication and coordination with hospital staff and external contractors are crucial, as is maintaining accurate records and generating reports on repairs and Health & Safety KPIs. By addressing facility-related issues promptly and providing excellent customer service, they ensure the hospital operates efficiently and remains a safe, pleasant environment for staff, patients, and visitors.

Your key accountabilities and responsibilities

1.	Work as part of a multi-disciplinary professional team ensuring a high standard of planned/reactive maintenance for the Hospital, to ensure no disruption to hospital services.
2.	Undertake weekly fire alarm & sprinkler testing.
3.	Undertake backup generator full load testing.
4.	Liaise with the Facilities Helpdesk / interact with work allocation procedures for daily work plan/issues including assisting with communications with the ward/departments on progress of jobs.
5.	Assist with the provision of Hospital-wide portering services to ensure a high standard of patient care is delivered.
6.	Be responsible for the removal of hospital general waste, laundry, clinical waste, and sharps disposal bins from the Ward, Theatre, and Outpatients Departments, ensuring safe disposal according to Hospital Policy.
7.	Be responsible for the checking and changing of medical gas cylinders, ensure safe storage and handling of medical gases, and liaise with the Facilities Manager for re-ordering to ensure gas stores are fully stocked.
8.	Undertake routine water sampling/testing and assistant in maintaining compliance with the hospital water safety plan
9.	Transfer and deliver goods to and from designated areas.
10.	Be flexible to work varying shifts and provide cover as required to ensure continuity of hospital services
11.	Ensure all security policies and procedures of HMT are followed and adhered to.
12.	Assist in providing a safe environment for the safety and welfare of patients and staff by being aware of: 1. Health & Safety at Work Act



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	2. Fire Prevention & Management (awareness of hospital regulations) 3. Infection Prevention Control 4. Control of Substances Hazardous to Health
13.	Carry out patrols as required.
14.	Provide a prompt response to any security incidents in line with local SOP's
15.	Monitor CCTV systems and intruder alarms, ensuring all equipment is operational and any faults are reported immediately to the relative contractor.
16.	Be responsible for the health, safety, and welfare of yourself and others whilst at work, including colleagues, patients and visitors, alerting the officers responsible to any hazards or potential risks to health and safety.
17.	Be fully conversant with the HMT policies relating to Safeguarding of Vulnerable Adults and Whistleblowing
18.	Ensure compliance with National and local Infection Prevention and Control guidance and policies.
19.	Establish and maintain positive working relationships with colleagues, residents, visitors, and other health professionals and agencies.
20.	Adhere to HMT policies and procedures.
21.	Attend mandatory training days / courses, on or off-site, as the role requires.
22.	Undertake any other duties and accountabilities which would be reasonable and appropriate to the role.

Your knowledge, skills and experience

Experience in building maintenance	Essential
Good communication skills	Desirable
Have a good understanding of the English language both spoken and written	Essential
Previous experience of working in a Healthcare environment	Essential
Knowledge of Health and Safety	Essential
Knowledge of COSHH	Desirable

Your training and qualifications

Basic literacy and numeracy skills	Essential
Basic IT Literacy	Essential
NVQ or equivalent in building maintenance	Desirable

The way we do things at HMT (our Behaviours)



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**See Appendix 1 attached*

This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

All staff are required to comply with the organisation’s policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. Staff are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.

Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.

Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder