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**NHS Greater Glasgow and Clyde**

**Apprenticeship Programme**

**MODERN APPRENTICE PORTER**

**Positions Available Throughout Greater Glasgow and Clyde**

**Closing Date – Midnight on Sunday, 15th June 2025**

**   ** 

**Who can apply for this Training Programme? **

This programme is designed as an entry route into NHS Greater Glasgow and Clyde Estates and Facilities Service and we encourage applications from school leavers.

We are committed to recruiting a workforce that reflects our population and we welcome applications from people from Black, Asian or other Minority Ethnic backgrounds, from LGBTQ+ candidates, Care Experienced\* people and Disabled people.

This Apprentice Porter role is only open to those applicants aged 16-24 years (or 16 to 29 years for Disabled Applicants).

**Shortlisting Requirements – Entry Criteria** 

Applications are considered on a competitive basis which means not all candidates who meet the entry criteria will be guaranteed an interview.

In order to be considered for interview your Application Form MUST clearly demonstrate that you meet the following criteria:

* Have **already achieved** 3 National 4 qualifications, 2 of which must include Maths & English

**OR**

* the equivalent SCQF level of qualification/award

**OR**

* SCQF Level 4 Core Skills in the following:
	+ Numeracy,
	+ Working with others,
	+ Communication.
	+ ICT,
	+ Problem Solving

**AND**

* Fully complete the assessment question section of the application form (see page 13) to demonstrate
* We operate a Guaranteed Interview scheme for Care Experienced\* and Disabled applicants who meet the minimum selection criteria for this post. Please contact donna.lennie@nhs.scot for more details

*\*The term “care experienced” refers to anyone who has been, or is currently in care. This includes kinship care where you are living/lived with a relative who is not your parent, or looked after with the help of social work, or living/lived in Residential care, Foster care, secure care or Adoption.*

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**Contents**

|  |  |
| --- | --- |
|  |  |
| Work For My Job - Icon Vector Person Png, Transparent Png , Transparent Png  Image - PNGitem **About this Apprenticeship 3**   |  |
|  **Recruitment Timetable and Selection Process 10** |  |
|  **How to Complete your Application Form 12** **Summary Terms and Conditions of Employment 17**  **Job Description and Person Specification 19** |  |

**Modern Apprenticeship Programme** 

**What are the benefits of joining the NHSGGC Modern Apprenticeship Programme?**

The Modern Apprenticeship programme offers you the opportunity of gaining skills and qualifications that will help to start your career. As an Apprentice Porter you will be in paid employment and work towards a recognised vocational qualification at the same time[[1]](#footnote-1).

Engagement with the Workplace Training, SVQ process, college attendance and satisfactory course progression is mandatory to successfully complete this programme.

This programme is linked to a Modern Apprenticeship at SCQF Level 6, completed over 1 year and you will work towards achieving a:

During this time you will work towards an SVQ 2 in Healthcare Support (Non clinical)

If you already hold this qualification you should consider applying for other NHS GGC Vacancies.

If successful, you will be appointed to this Modern Apprenticeship Programme as an Apprentice Porter under Annexe 21 Terms and Conditions which means that during your training you will earn a percentage of the top of the NHS Agenda for Change Band 2 Salary Scale (2025/2026 Pay Rates) or the Scottish Living Wage, whichever is highest

Your salary will be as follows:

**Band 2 Annexe 21 Year 1 – £20, 925per annum**

On successful completion of the programme you will be supported into permanent employment as a Porter and appointed at the entry point of a Band 2 starting Salary of £26, 658 per annum (2025/2026 pay scales)



**How long will this training programme last?**

This is a Fixed Term 1 year training programme and after successful completion of all elements of the programme you will be supported to transition into permanent employment. During your training you are expected to attend regular reviews to discuss your progress and development needs, and are expected to stick to the agreed training plan. This includes attending internal and external training and taking responsibility, with support, to collect the evidence required that proves competence in the job role.

**Will I be attending college?**

No, all training for the post will be delivered on site.

Along with the corporate induction and the statutory and mandatory training, a service specific training program will be delivered over three days. This will involve the delivery of lesson plans that cover all aspects of the portering service and then an assessment at the end of each one to demonstrate competency and understanding.

**How is the SVQ delivered?**

The vocational training (SVQ 2 in Healthcare Support (Non Clinical)) will be undertaken in your place of work with the support and qualification assessment provided internally by a team of experienced work based assessors. An SVQ is a qualification that shows that you are able to perform a job to nationally recognised standards and is made up of a number of units, each one of which describes an aspect of the job. There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job and will assemble a portfolio of evidence in support. Your workplace training supervisor will also be involved with some assessments to provide workplace monitoring and feedback. In addition, assessment will be subject to quality assurance procedures and could require some assessments to be invigilated by the workplace training supervisor.

 

**Will I be working to a Job Description?**

Yes. You will work to a generic job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined. You would not be expected to perform at Porter level on appointment. You will also receive an outline of the training programme which highlights the key areas which you are expected to complete before your training will end.

**What will I be doing?**

The Estates and Facilities team offer Portering Services throughout Greater Glasgow and Clyde.

These include,

* Transferring patients between wards and departments on wheelchairs and trolleys.
* Collecting specimens and bloods from across the campus and delivering them to the Labs Building.
* Transferring deceased patients to the mortuary.
* Delivering linen to the wards/departments.
* Collecting waste from the waste holds and sending it to the Service Yard.
* Distributing deliveries service yards to the correct locations throughout the hospital.
* Delivering medical gases to wards/departments.
* Delivering mail to wards/departments.
* Delivering pharmacy products to wards.
* Carrying out Ad-Hoc duties such as the collection of broken equipment to be taken for repair or to the Service Yard to be condemned.
* Collect wheelchairs and trolleys from across the campus and place them in agreed locations.

Some of the duties that you will be expected to perform include –

* Transferring patients on wheelchairs, trolleys and beds between wards and departments.
* Collecting specimens and bloods and delivering them to the Labs Building.
* Delivering linen to the wards.
* Collecting waste from the wards and departments and sending it to the Service Yard.
* Collecting wheelchairs and trolleys from across the campus and leaving them in agreed areas.
* Collecting broken beds from across the campus and taking them to the basement of the building for repair.

 **Where will I be working?**

Appointed Hospital location within NHS Greater Glasgow and Clyde to be confirmed and agreed with successful candidates.

All staff are entitled to apply for the following benefits on appointment:

* Interest free loan to purchase Zonecard’s - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde’s sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
* Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

**Who else works in within the team?**

A typical Portering Department at a large Hospital site consists of approximately 200 porters, 12 supervisors, 2 assistant managers and one manager, along with a wider senior management team from Facilities.

 

**What type of person are you hoping to recruit?**

* You should be able to evidence the ability to be on feet for extended periods of time, with a lot of walking over large distances a key part of the role
* To display kindness, compassion and dignity towards patients
* To be able to operate the Hand Held Device (HHD) that displays the tasks requiring to be carried out
* Carrying out tasks according to the priority status on the HHD
* To be able to learn the geography of the site
* Working in a constructive and co-operative manner with colleagues from within the department, and outside the department including all clinical colleagues
* You will need to demonstrate that you have the ability to work as part of a team however also on own initiative.
* You should be motived to learn with good problem solving ability to help identify any efficiencies that could be made to make the department work more effectively.



**What are the most important personal qualities required for the role?**

You should be able to evidence personal qualities such as-

* Hard- Working
* Compassionate
* Respectful
* Able to Manage Competing Demands

*You will find further guidance on how to complete this section of the application form and suggested examples of cross transferable skills from education/extracurricular activities on page 13.*

Good interpersonal, team work and communication skills are essential in providing a professional and efficient service. You will be working as part of a wider team in a busy environment so your application should show us that you have good organisational skills, are self-motivated and are flexible in your approach to insure the best outcome is achieved for our patients.  Your application should show us that you are someone who is keen to learn new things and has an enthusiastic and positive approach to work.

This role takes place a busy environment and will require good attention to detail and a high level of concentration. Being able to take instruction and follow procedures is important, as is having a flexible and adaptable manner in order to cope with changing demands on your time. Your application should show us that you can work well in situations where there are time pressures and quick responses required.



**What is a Modern Apprenticeship Framework and where does an SVQ fit in?**

A Modern Apprenticeship Framework is a document that describes the minimum standard of competence defined by employers for a given role. Frameworks identify relevant SVQ (or alternative competency based qualifications), core skills e.g. communication, numeracy and any industry specific training that might be required.

A Scottish Vocational Qualification (SVQ) is a qualification that shows that you are able to perform a job to nationally recognised standards. SVQs are made up of Units, each one of which describes an aspect of the job. You are expected to work your way through all of the Units attached to your job role. There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job.

**What qualifications will I hold when I complete this programme?**

You will be awarded -

* SVQ 2 in Healthcare Support (non clinical)

**What happens at the end of the Apprenticeship?**

On successful completion of **all** elements of the NHS Greater Glasgow and Clyde Modern Apprenticeship Programme we will support your transition into permanent employment within the organisation.

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**The Selection Process**

*Please note this time table is indicative and may change. Any variation in dates will be notified to candidates.*

|  |  |
| --- | --- |
| **Recruitment Stage**  |  **Date**  |
| Post opens for applications | Friday, 30th May 2025 |
| On line Information Sessions Click here to register for this information session https://link.webropolsurveys.com/S/4861FAFCB4B219C2 | Wednesday 11th June at 2pm |
| Closing date for application submission  | Sunday, 15th June 2025 |
| Applications Assessed and selected candidates identified for Assessment session | Process completed by Monday 16th June2025 |
| Assessment Sessions (Venue TBC) | Wednesday, 25th June and Thursday, 26th June 2025 |
| Assessment sessions assessed and selected candidates identified for Interview | Process completed by Wednesday 25th June 2025 |
| Interview – In person Panel Interview (Venue TBC) | W/C 30th June 2025 |
| Candidates will be notified of outcome | W/C 30th June 2025 |
| Start date for Successful candidates to commence employment – *Subject to successful completion of all required pre- employment checks* | W/c 11th August |

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**I’ve never worked as a Porter before so how doI know if I have the skills you are looking for?**

As this is an entry level position we will also ask you to answer some questions in the assessment section of the application form help us assess your suitability. *See Page 12*

**How do you decide who to interview?**

We base our decision on who to interview by assessing the information you have provided on your application form and your responses to the questions you have been asked to address in the assessment section.

As well as having theeducational qualifications, skills, knowledge/experience to apply you must also be able do the job so we will also ask you to provide supporting information in the assessment section of your application form that will help us assess your suitability.

The Assessment Section of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing this section and ensure you answer all the questions put to you in the way we ask you to**.

NHS Scotland is a Disability positive organisation and operates a Job Interview Guarantee scheme for disabled applicants who choose to participate in this scheme. **All disabled applicants who meet the minimum criteria for selection are encouraged to indicate if they wish to participate in the Job Interview Guarantee Scheme.**

**How to complete your Application Form** 

**How do I apply for this position?**

All applications need to be made through the NHS Scotland on line application form system.

When you first register with the application system you will create an account which you can access at all stages of the process.

**How do I complete my application form?**

One standard application form means that everyone who applies is considered on the same basis. **You need to complete the application form in full – please do not upload a CV as this will not be available to the selection panel.**

**What you need to tell us on the application form.**

When completing your application please ensure that-

* You provide us with full contact details
* You provide us with your **full** education history. If including Standard Grades or Intermediate or GCSE please make sure you include the level
* You provide details of any employment history, if any
* If you have no employment history you can include volunteering or work experience placements in employment history section
* You complete the assessment questions
* You provide full contact details for a least 2 referees (education, employment or character

It’s a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Plan what information to include in each section of the application form and draft your responses before you type it into the text box in the application form and check your spelling and grammar.

To give you the best possible chance of selection please ensure please ensure you read and **follow the detailed guidance on page 13 and that before submitting your application ensure you have provide the detail we have asked you for when answering the three assessment questions.**

**Completing the Assessment Questions**  

To stand the best chance of getting an interview you need to fully answer the assessment questions and make sure you follow the guidance we give you on how to answer.

**You will be asked three questions in the application form and we would like to answer them as follows:**

**1 Why do you think you are suitable for this role?**

* **How to Answer: In the summary information on page 5 we have told what kind of person we are hoping to recruit. Give us examples that show us you have the skills and attributes you will need for this job.**  *Tell us about the skills and personal qualities you have and how you have developed them e.g. through work, volunteering, school/college practical subject based tasks (any school subjects any hobbies or pastimes that can demonstrate your skills), any clubs or after school/college groups/other interests that demonstrate the communication skills and personal qualities we are seeking.* ***Don’t just tell us you have a skill or attribute – give us examples and tell us how they would help you in this job.***

**2 Why do you want to work for the NHS?**

* **How to Answer: Tell us why are you interested in a becoming a Porter.** *We have told you in the supporting information and job description what the job involves so tell us why you think you would be good applicant.* ***Tell us about your interest in working as a Porter*** ***and why this is the career path for you****. What is it about this job that appeals to you and why did you apply for the programme?*

**3 Is there any other relevant information that will assist us in shortlisting your application?**

* **How to Answer: Tell us a bit more about you**. *How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application. We want to know what interests you and how other people see you.* ***If you are a Care Experienced Applicant as defined on page 2 please tell us here.***

Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.

**Equal Opportunities Monitoring** 

This part of the form is optional and the information you provide in this section exercises no part of the selection process.

**Who should I ask to be a referee?**

NHS Scotland require you to provide details of at least **two** referees that will cover a period of the last three years, however we understand that this can be difficult if you have not worked before or have a limited employment history.

If you are in full time education or recently left education your referees can be Teaching staff and Pastoral Care staff. We will only contact your referees if we decide to make a conditional offer of employment.

**Who else can I ask to be a referee?**

You can also include referees from any volunteer work or work experience. If you don’t have employment or education references that cover the last the last three years, we will also accept character references

It is important that you give us full contact details including email addresses for all your referees.

**Who can act as a Character Referee?**

A Character Referee is a professional person or person of good standing in the community who is not a family member and who can vouch for your suitability for the role.

Examples of suitable Character referees could include anyone known to you (but not a family member) who is required to hold professional registration to do their job, or is employed in professional capacity, or is a Public Sector employee, or holds a position of seniority in a company or business, is a business owner or is a person of good standing within your local community (e.g. sports coach, scout leader, youth worker etc.)

If you are experiencing difficulty in identifying suitable referees please email donna.lennie@nhs.scot for support.

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**When is the closing date for applications?**

Your application must be submitted on or before **Midnight** Sunday 15th June 2025 at the latest.

We will **NOT** accept late applications.

**Can I get help to complete the application form?**

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at https://www.skillsdevelopmentscotland.co.uk/

You can also find information on the My World of Work website https://www.myworldofwork.co.uk/getting-job/application-forms

**You need to complete the application form in full – please do not upload a CV as this will not be available to the selection panel.**

**When will interviews be held?**

Selection will be held as a two stage process,

1. **In-person Assessment Session**. To be held over Wednesday 25th & Thursday, 26th June 2025 at the Teaching & Learning Centre on the Queen Elizabeth University Hospital campus. If you are shortlisted to attend an assessment session you will be notified by email.
2. **In-person Panel Interview**. Following the assessment session, shortlisted candidates will be notified by email and invited to attend a panel interview w/c 30th June, venue to be confirmed. Successful candidates will be contacted and offers made w/c 30th June.

**When will the Modern Apprenticeship Programme start?**

All our offers of employment are conditional and subject to you satisfactorily completing pre-employment checks which include references, Disclosure Scotland Clearance and an occupational health assessment.

On completion of satisfactory pre-employment checks, successful candidates should start their Training Programme in June 2025.

**Submitting your application **

**Final Check**

* Make sure you have included details of all your qualifications (including dates awarded)
* Make sure you include full contact details for your two referees, including where possible an email address for them. Don’t forget to ask their permission to use their details on your application form
* Make sure you have fully answered the three assessment questions and have given us the information we have asked you for
* Make sure you check that your responses to the assessment questions are checked for spelling and grammar. It might be helpful to get someone else to look over your answers.
* It is always useful to make a few drafts of your answers before you submit one you are happy with and it’s helpful to keep a copy of your final draft. Remember if you are selected for interview it will be important to review the application you submitted as part of your interview preparation.
* **And finally before you submit it check it one last time**

**How to submit your Application Form:**

Applications should be completed electronically submitted via the NHS Scotland Online Recruitment System – Jobtrain.

If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831

Applications must be submitted by the closing date of **Midnight** Sunday 15th June 2025

**Late applications will not be considered.**

**Terms and Conditions of Employment **

**Pay banding**

Band 2 (Annexe 21).\*

*\*Annex 21 of Agenda for Change is a mechanism for paying trainees a percentage of the full salary for the role whilst an employee is training with us. As NHS Scotland is a Living Wage Employer, trainees are paid at either the Scottish Living Wage rate, or the appropriate percentage for the role, whichever is higher. You can find out more about Annexe 21 at https://www.nhsggc.org.uk/media/252246/doc-5-acrobat-document.pdf*

**Starting Salary**

Scottish National Living Wage (2025/2026 rate)

**Fixed Term Contract Duration**

The duration of the post is fixed term for 1 year

**Hours of Duty**

 37 Hours per week

**Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is:

* 27 days, rising to 29 days after 5 years’ service and 33 days after 10 years’ service. There are 8 Statutory and Public Holidays in each leave year (pro rata where applicable)

**Superannuation Pension Scheme**

If appointed you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can chose to opt out of the scheme. Employee’s contributions to the NHS Scheme are tiered based on your earnings and the employer’s contribution equates to 13.5 % of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. You can find out more at www.sppa.gov.uk

**For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com**

**Right to Work in the UK**

We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to any commencing employment.

**Healthcare Support Workers **

All staff who are not a member of a regulatory body (e.g. Nurse, Doctors, and Allied Health Professionals) are considered to be Healthcare Support Workers, regardless of their job title. You will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. You will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.

**Smoke Free Policy**

NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds for staff and visitors.

**Pre-employment Checks**

All offers of employment will be subject to the receipt of satisfactory references, Occupational Health screening, criminal records check (Disclosure Scotland) where applicable, eligibility to work in the United Kingdom and verification of identity and qualifications.

**Car parking and travel to NHSGGC Sites**

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

All staff are entitled to apply for the following benefits on appointment:

* Interest free loan to purchase Zonecards - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde’s sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
* Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.
* For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

**Learning and Education**

NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework. You can learn more about the Knowledge and Skills framework at https://www.msg.scot.nhs.uk/pay/agenda-for-change

Job Description

*You will work to the standard Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Assistant Technical Officer – Decontamination level on appointment.*

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| **1. JOB IDENTIFICATION** |
| Job Title: | **FACILITIES ASSISTANT (Portering)** |
| Responsible to: | **Portering Supervisor** |
| Departments: | **Portering Services**  |
| Operating Division: | **NHS GGC** |
| No of Job Holders |  |
| Last updated | **May 2016** |
|  |
| **2. JOB PURPOSE** |
| To transport equipment, medical records, mail, meals, specimens, furniture and patients between departments on a planned and ad hoc basis, daily and in a safe manner throughout the hospital campus. |
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| **3. DIMENSIONS** |
| To include:* Number and level of staff supported – **NONE**
* Staff Management/Supervisory responsibilities, including numbers and levels – **NONE**
* Budgetary responsibilities (supplies, ordering, petty cash) - **NONE**

Client Group: Hospital staff, patients, public and other emergency services. |

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| **4. ORGANISATIONAL POSITION** |
|  |
| Professional Leadfor Portering | Operational Managerfor Portering |
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|  |  |
| Service Yard Manager |
|  |
|  |  |  |
| Supervisor |
|  |
| *Porter (Post Holder)* |

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| **5. ROLE OF DEPARTMENT** |
| The aim of the Portering Services Department is to carry out a range of efficient support services across the Hospital. Duties vary and require the post holder to be flexible and willing to meet the demands of the service, including, working in the following departments:* X-Ray Departments
* Accident & Emergency Department
* Neurosurgical Unit & Spinal Injuries Unit
* Maternity Unit
* Mail Room
* Pharmacy Department
* Canteen Services Department
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| **6. KEY RESULT AREAS** |
| * Provision of high quality, flexible and responsive service to underpin clinical service provision
* Compliance with Health & Safety, Moving & Handling, Infection Control, and Patient Confidentiality guidance at all times
* Courteous and polite manner
* Prioritisation of workload to fit site needs
 |
|  |
| **7a. EQUIPMENT AND MACHINERY** |
| * Barrows/Trolleys
* Wheelchairs
* Beds
* Furniture/Medical moving equipment
* Blood specimen bottles
* Medical records
* Franking machine
* TSSU/CSSD boxes and trolleys
* Pharmacy boxes
 |

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| **7b. SYSTEMS** |
| * Log sheets for activity/workload
* Completion of delivery notes/receipts/documents as required for goods/pharmacy
* Mail systems
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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| Supervision is available at all times for reference although post holders are expected to prioritise workloads and respond sensitively and efficiently to requests |

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| **9. DECISIONS AND JUDGEMENTS** |
| * To assess workloads and respond
* To identify conflicting priorities and report to supervisor
* To handle situations sensitively
 |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  |
| * Prioritisation of workload in conflicting situations
* Exposure to very ill/dying/dead patients and distressed members of public
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Expected to have good communication skills and working relationships with all grades and disciplines of staff, patients, visitors and the public |
|  |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL** **DEMANDS OF THE JOB** |
| * **Physica**l

Substantial amount of time spent pushing/pulling/moving heavy goods/furnitureMajority of hours of duty spent standing or walking* **Emotional**

Exposure to dying patientsMovement of deceased patients including babies and children* **Environmental**

Exposed to needlestick injuriesExposed to body fluid spillagesExposed to infection risks from patient contact and waste movement |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO** **THE JOB** |
| Minimum required to undertake the role:* **Knowledge**

Ability to work with people as part of a teamEffective verbal skillsAble to work under pressureAble to meet physical demands of the jobAbility to carry out tasks assigned effectively in a demanding and busy environment* **Training**

Initial Departmental Induction TrainingOngoing training to meet changes in Health and Safety and Infection Control ProtocolsKnowledge of departmental quality systemAbility to perform all tasks duties throughout department* **Experience**

Working knowledge of hospital environmentWorking knowledge of Health & Safety and Infection Control policies |

 

**Job Title:- Modern Apprentice – Porter**

**Department:- Facilities & Estates**

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| --- | --- | --- |
| **Qualifications** | **Essential (√)** | **Desirable (√)** |
| Have **already achieved** 3 National 4 qualifications, 2 of which must include Maths & English **OR** * the equivalent SCQF level of qualification/award

**OR** * SCQF Level 4 Core Skills in the following:
	+ Numeracy,
	+ Working with others,
	+ Communication.
	+ ICT,
	+ Problem Solving
 |   **√**    |  |

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| **Experience** | **Essential (√)** | **Desirable (√)** |
| Keyboard experience. |  | **√** |

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| **Behavioural Competencies** | **Essential (√)** | **Desirable (√)** |
| Good communication skills: verbal and written. |    **√**   |       |
| Demonstrates the ability to work on own initiative. |    **√**   |       |
| Demonstrates the ability to work as part of a team. |    **√**   |       |
| Demonstrates the ability to cope with pressure and work to deadlines. |     **√**  |       |
| To be motivated, enthusiastic and flexible. |    **√**   |       |
| Demonstrates problem solving ability  |    **√**   |  |
| Demonstrates attention to detail |    **√**   |  |
| Demonstrates Manual Dexterity |    **√**   |  |

1. [↑](#footnote-ref-1)