



MESSENGER/PORTER

UK BORDER AGENCY, CROYDON, SURREY

**SALARY - £13,763 P.A. TO £15,233 P.A. PLUS £1710 LONDON LOCATION ALLOWANCE
TOTAL STARTING SALARY £15,473**

36 HOURS PER WEEK (EXCLUDING LUNCH BREAKS)

BACKGROUND OF POST/ LOCATION

UK Border Agency currently has vacancies for Messenger/Porters within various buildings in the Croydon area.

Messenger/Porter duties may include:

- ◆ Loading and unloading of vans and arranging for work to be transported to different buildings.
- ◆ To provide an efficient delivery and collection service at times and locations specified by line manager.
- ◆ To ensure that urgent deliveries are dealt with in accordance with the timescale requested by the customer.
- ◆ To respond flexibly to the needs of the customer and to be courteous at all times.
- ◆ Delivering box's around the buildings (some heavy lifting).
- ◆ Collection of confidential waste and cardboard recycling from buildings.
- ◆ Setting up conference rooms for meetings.
- ◆ Various other jobs around the buildings.

In return for your efforts, you can expect flexible working hours and generous holidays, starting at 25 days plus 10½ public and privilege days per year for full time staff.

QUALIFICATIONS REQUIRED/ELIGIBILITY CRITERIA

To qualify for these posts, you must be a British citizen, a national of a state within the European Economic Area or a Commonwealth citizen with no employment restriction or time limit on your stay in the United Kingdom. All applicants should have lived here continuously for the last 3 years.

The Civil Service offers a choice of final salary and a stakeholder pension, giving you the flexibility to choose the pension that suits you best.

To apply please call Wendy Johnson on 020 8196 3701

Closing date is Friday 6 June 2008.

“The Home Office is dedicated to promoting equality, fairness and respect. We will create a working environment where diversity is recognised, valued and celebrated. In delivering our business to our diverse society, we will take care to assess the impact of our policies on race, religion and belief, gender, gender identity, disability, sexual orientation and age equality.”