



RADLEY

# Security Porter

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

Radley College is an independent boarding school of 765 boys situated five miles south of Oxford on a stunningly beautiful rural campus close to Radley village. The school is academically selective and offers a significant number of bursary places to talented boys from a variety of backgrounds. As a full boarding school, Radley is a vibrant and active place to work, with many opportunities for teachers to get involved in an enormous range of extra-curricular activities and contribute to the excellent standards of pastoral care offered to our students. With most teaching staff housed on the site, one of the outstanding features of Radley is its sense of community and family atmosphere. The ethos of the school is one of warmth, generosity, and kindness. We care about results in all areas of college life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually



The Security Porter will often provide the first impression of the school, it is therefore important that they are always professional, diplomatic, authoritative, and dress appropriately for the role. The Security Porter role covers a wide range of responsibilities including implementing and acting upon emergency procedures, working across the grounds of the college, patrolling, providing reassurance, and safeguarding the College's assets.

We are looking for a candidate that will demonstrate strong customer service and communication skills and the ability to be resilient and remain calm under pressure. The successful candidate will have a professional, warm and friendly manner, good levels of computer literacy, ability to work on their own without direction and enjoy working as part of a team.

# Key responsibilities

- Provide 24-hour point of contact for all security related matters.
- Proactively carry out regular patrols of campus on foot and by security vehicle and deal with incidents as
- they arise, ensuring records of all incidents reported are maintained. Reporting trends, patterns and threats.
- Act as principle point of contact for fire alarm monitoring when on duty.
- Respond promptly to any College alarm, recording any actions taken.
- Monitoring of visitors to the college liaising with local law and emergency services where required to enhance the provision of a safe and secure college environment.
- Ensure buildings and windows are secured and locked down.
- Ensure competent knowledge and working procedures of security systems including intruder and fire alarms, CCTV, computerised access control, security radio systems and emergency response.
- Monitor CCTV and fire alarm manager modules to respond effectively where and when required.
- Meet and Greet visitors to the college in a professional and welcoming manner.
- Build relationships with various departments to provide a safe and secure environment.
- Maintain the College's Traffic and Car Parking Policy.
- Identify areas of risk.
- Report key incidents.
- Log non-emergency faults.

## Commercial Lettings:

- During your working hours, be the first point of contact for external lettings during the school holidays.
- Dealing with issues arising (contacting the maintenance team if required).

## Other Duties

- To use technology as provided by the College.
- Be able to work on own initiative.
- Answer telephone calls to take messages, answer questions and provide information during non business hours or when the switchboard is closed.
- Such other duties which may reasonably be required, including record keeping and briefing of other personnel.
- To attend necessary training as required by the College.

# Person Specification

- Alert and vigilant; communicative; polite, patient and friendly both in person and on the telephone.
- Capable of exercising firmness
- Ability to work in a security related environment, whilst remaining sympathetic to the privacy of members of the College.
- Experience of dealing with welfare issues is desirable.
- Computer literate, to have the skills in using word processing and excel for database entries and for writing e-mails.
- Flexible Approach
- Work at times with minimal supervision
- Good level of English and Maths
- Must hold a full driving license.
- Previous security experience preferred but not essential.

## Hours of work

There are three shift patterns available: 7 pm to 3 am, 9 pm to 5 am and 11 pm to 7 am.

The period between 9 pm and 5 am will be covered by two security porters, the remaining time will be lone working,

We envisage a six-day shift, which including holiday cover for other members of the team, makes a total of 197 working days per annum (excluding own holiday).

## Pay & Benefits

- Competitive salary
- College sickness scheme
- Pension-contributory group personal pension scheme
- Free uniform
- Reduced membership of Radley Sports Centre and access to other facilities on site
- Reduced membership of 9-hole golf course
- Employee Assistance Programme
- Free parking on site
- Good public transport links to Oxford, Abingdon and Didcot
- A friendly and supportive working environment

# How to apply

Applications can be submitted via the link on the school website [www.radley.org.uk/employment](http://www.radley.org.uk/employment).

The deadline for applications is 12 noon, Friday 30 August 2024 but we reserve the right to consider applications as they arrive.

If you have any questions or would like to discuss the vacancy please contact the HR department - [hr@radley.org.uk](mailto:hr@radley.org.uk).

## SELECTION PROCESS

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, in order to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

# Safeguarding

Safeguarding is at the heart of all we do in the school and the school expects all employees to share its commitment to the safeguarding and welfare of its pupils. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with the College's and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.