



RADLEY

Senior Security Porter

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

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



We have an opportunity for a dependable and experienced Senior Security Porter to help safeguard the College's community, buildings, and assets during overnight hours. Acting as the first point of contact outside of standard hours, this role involves patrolling the site, monitoring CCTV, managing incidents, and ensuring a secure and welcoming environment for both staff and visitors.

The role also includes key administrative responsibilities such as rota planning, holiday management, and updating procedures. Candidates should have a warm and professional manner, be confident working independently, and demonstrate sound judgement in emergency situations.

Key responsibilities

Security Responsibilities:

- Ensure the security of the school buildings are correctly locked down and secured overnight.
- Conduct regular internal and external patrols to check doors, windows, and other access points
- Deal with any incidents as they arise, record and escalate as necessary
- Regularly monitor CCTV
- Ensure competent knowledge and working procedures of security systems, ie intruder and fire alarms, close circuit security cameras.
- Closely monitor visitors to College.
- Inform your Line Manager as and when required of serious incidents, if necessary, by telephone or e-mail.
- Notify your Line Manager of key incidents (smoking, out of bounds, etc) via telephone or email.
- Liaison with Police or other authorities as and when required.

Administrative Tasks:

- Rota Planning: Develop and manage the night shift rota, ensuring adequate coverage and compliance with working time regulations.
- Holiday Management: Coordinate holiday schedules for night security staff, ensuring continuous coverage and minimal disruption.
- Return to Work Interviews: Conduct return to work interviews with staff following absences, addressing any concerns and updating records accordingly.
- Updating Procedures: Regularly review and update security procedures to ensure they remain effective and compliant with current regulations.
- Incident Data Analysis: Analyse incident data to identify trends and areas for improvement, and report findings to line manager.
- Record Keeping: Maintain accurate records of any incidents or security concerns that arise during the night

Emergency Response:

- Respond promptly to any College alarm and provide a record of actions taken. If necessary to contact the emergency services.
- Fire alarm monitoring – principle point of contact when on duty.

Lettings:

- During your working hours, be the first point of contact for external lettings during the school's holidays.
- Dealing with issues arising (contacting relevant member of maintenance team if necessary).
- Communicating with Letting Operations Manager on any issues arising.

Person Specification

- Warm and friendly manner.
- Effective communicator.
- Be computer literate, to have the skills in using word processing and excel for database entries and for writing e-mails.
- Keen attention to detail for thorough security checks and accurate record-keeping.
- Must hold a full driving licence.
- Be flexible in their approach.
- Previous experience in security or a similar role preferred
- First aid certification is advantageous

Hours of work

This is a full time position working 35 hours per week. Core hours will be 9pm to 5am, however there is flexibility around the hours worked to ensure shifts are covered and full hand over is completed with the Reception Porter team.

Security porters operate on a shift basis 7pm - 3.am, 9pm to 5am and 11pm to 7am and the Senior Security Porter may work a combination of these.

How to apply

Applications can be submitted via the link on the school website www.radley.org.uk/employment.

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.

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.

Employee Benefits



Our stunningly beautiful, rural campus is situated 5 miles from Oxford with good bus and train links



Excellent pension scheme (contributory group personal pension scheme).



Free on-site parking



Reduced membership of the nine-hole golf course



Reduced membership to the on-site Sports Centre (£50)



College sickness scheme



Free meals during term time



Regular social events for staff & family



Employee Assistance Programme confidential advice



CPD and opportunities for learning



Access to the well stocked school library



Annual onsite free flu vaccination



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.