



RADLEY

Security Porter

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Information and Background

The Security Porter plays a vital role in maintaining a safe, secure, and welcoming environment for pupils, staff, visitors, and contractors within the College community. As the first point of contact for many entering the site, the Security Porter represents the College's values at all times through a professional appearance, courteous conduct, and a calm, authoritative presence.

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 provide a visible, reassuring presence across the campus, ensuring that the College's facilities and grounds are protected, and that all safeguarding and security procedures are effectively followed.

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).



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.
- Must have a SIA licence

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.

Radley College

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.

