



RADLEY

Weekend Day Porter

Abingdon, Oxfordshire

KEY INFORMATION

Our reception is based at the Lodge at the entrance to the school. Entry is via electric gates operated by automatic vehicle recognition, through which the majority of our 500+ staff enter. We also welcome a wide range of visitors, including pupils' parents, delivery drivers, contractors and postal services, so we need someone who can provide a welcoming, professional and effective gateway to the school.

As one of the first points of contact for visitors to the College, you will play an important role in creating a positive first impression. You will provide a friendly and helpful reception service, respond to telephone and face-to-face enquiries, assist visitors and help ensure the Lodge operates smoothly and efficiently.

As Weekend Day Porter, you will take responsibility for the smooth running of the Lodge during your shift. Working closely with colleagues, you will ensure effective communication and handovers, respond appropriately to enquiries and issues as they arise, and provide practical support across the College. This is a varied role that requires someone who is approachable, reliable and confident working independently while maintaining a high standard of service.



Key Responsibilities

- Welcoming visitors and responding to a range of enquiries
- Answering telephone calls and directing queries appropriately
- Taking and relaying clear and accurate messages
- Supporting postal services, including franking post and preparing parcels
- Delivering mail and other items around the College site
- Completing routine administrative tasks and maintaining accurate records
- Working closely with the other Weekend Day Porter to ensure effective reception coverage and clear handovers

We are looking for someone with excellent customer-service and communication skills who is warm, approachable and organised. You will be comfortable working independently as well as part of a small team and will have a flexible approach to providing cover when required. Good IT skills, including Microsoft Word, Excel and email, are essential, together with a full driving licence. Previous reception, customer-service, administrative or front-of-house experience would be an advantage.

Hours of Work:

1230 till 1900 Saturday and 1300 to 1900 on Sundays

The post operates on a job share, and flexibility to provide cover for the other Weekend Day Porter when required is an important part of the role.



STAFF BENEFITS

- Generous contributory group personal pension scheme, with the option of using salary exchange.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership fee for nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free parking on site.



This is an unbelievable place,
steeped in tradition yet evolving by
the minute.

TALK EDUCATION





APPLICATION PROCESS

Applications should be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and, if successful, we may withdraw the advert prior to the closing date.

We are an equal opportunities employer and welcome applications from all backgrounds. Please let us know if you require adjustments during the process.

Should you wish to have an informal chat about the role before submitting an application, please contact the HR Department to arrange this HR@radley.org.uk or 01235 548518.

SAFEGUARDING

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. 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 (as amended) and Keeping Children Safe in Education (as amended) 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 College and local Safeguarding Board stipulations.



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.



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