
LATE PORTER

FULL TIME POSITION



Applications should be submitted no later than noon on
5 October 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - “Born Not For Ourselves” - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.





THE ROLE

Under the direction of the Head Porter and/or the Head of Estates the Late Porter is responsible for portering, security and general caretaking duties primarily out of School hours, contributing to the high standards of maintenance and presentation expected within the school.

Key Responsibilities & Accountabilities

Portering / Caretaking:

- Liaise with coach drivers for late buses.
- Make sure children have safe passage home via School approved taxis if missing School buses.
- Security of School buildings including locking and unlocking as directed, including total site lock up at the end of the evenings and at weekends.
- Receipt, checking, custody and ongoing internal distribution of deliveries to the School. Take receipt of any late deliveries arriving on site.
- Delivery of School mail/packages to the relevant Post Office/depot.
- Assist with and aid with preparation and the setting up of rooms for events/functions such as School Assemblies, Examinations, Prospective Parents, Meetings, etc.
- General upkeep of the site. Including immediate outside areas sweeping, litter clearance, refuse bins area.
- Liaise with the School cleaning contractor as required.
- Report any maintenance or safety issues to the Head Porter/Head of Estates via flow 360.
- Snow/ice clearance and/or gritting during winter time.
- Operation of security alarm/fire alarm system as required. Viewing of and monitoring security CCTV.
- Escorting contractors onto site and off site outside normal School hours.
- At all times follow all site health and safety rules and encourage others to do so, including contractors and visitors.
- All other reasonable duties as directed by the Head Porter and/or Head of Estates.

Porters Lodge / Goods In Reception

- Security of School Premises including opening and closing entrances and buildings as directed.

- Control access to Upper Yard for School functions and events.
- Take deliveries and liaise with the relevant member of staff/Head Porter/Head of Estates regarding distribution.
- Greet visitors, inform relevant parties of their arrival and direct them onwards as directed.
- Issue security passes.
- Control access to the School by denying entry to those not entitled to enter the grounds.
- Monitor and control use of Upper, Lower Yard and Lower Orchard car parks.
- Patrol the site from time to time.
- Patrol car parks during evening functions.
- Check the locking up of School buildings after events.
- Ensure the cleanliness and good presentation of the Porter's Lodge and its immediate surroundings.
- Operation of security alarm/fire alarm system as required, viewing of CCTV.
- Other duties as directed by the Head Porter and/or Head of Estates.

Key Performance Indicators

- Maintenance of tight site security including the prompt locking of facilities.
- Prompt and accurate onward distribution of School deliveries.
- Level of efficiency and courtesy in dealing with enquires and the Goods In Reception telephone calls.

Knowledge/Skills/Abilities

- Previous caretaking experience is advantageous.
- Good literacy and numeracy skills.
- Good communication skills, including excellent telephone skills.
- Basic computer literacy (including e-mail).
- Ability to work on own initiative and as a team player.



**Safeguarding Children**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the Headmaster or the Designated Safeguarding Lead.



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 12%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments. Alternatively for this role Private Medical Insurance is available.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.



EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for a full-time Late Porter.

Reporting to the Head Porter and Head of Estates, this is an excellent opportunity to join the Estates team and play a key role in ensuring the smooth, safe and secure operation of the School. We are seeking a reliable, adaptable and proactive individual to undertake portering, security and caretaking duties, helping to maintain the high standards of presentation and service expected across the School site.

The postholder will be responsible for the security of School buildings and grounds, including locking and unlocking facilities, monitoring alarm systems and CCTV, controlling access to the site, and carrying out regular patrols. They will support the safe departure of pupils at the end of the day, liaising with transport providers and ensuring that pupils requiring alternative transport arrangements can travel home safely.

The role also involves receiving and distributing deliveries, assisting with the preparation of facilities for School events and functions, maintaining the cleanliness and presentation of key areas of the site, and supporting contractors, visitors, pupils and staff as required.

The ideal candidate will possess strong communication and customer service skills, together with good literacy, numeracy and basic IT skills. They will be able to work both independently and as part of a team, demonstrate sound judgement, and maintain a professional and courteous approach at all times. Previous experience in a caretaking, portering, facilities, security or similar role would be advantageous but is not essential.

The post is full time, 40 hours per week, working 3pm to midnight, Monday to Friday.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the for the post, irrespective of background or protected characteristic.

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on 5 October 2026 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

