



Night Security & Portering Officer

Closing date: 9 August 2026







Welcome to Thomas's College

Thomas's College is a brand-new selective co-educational day and weekly boarding school for students from 11 to 18. Our school sits in a beautiful five-acre campus at the top of Richmond Hill, 15 minutes' walk from Richmond Station, with magnificent buildings surrounding a central garden. We have outstanding sports facilities a short drive away, with Richmond Park on our doorstep. The whole site is full of space and greenery.

We seek to offer a new approach to London independent education, built around the choices and interests of each individual, that combines the best of traditional excellence with radical innovation. We teach psychology to all students, we offer alternative qualifications alongside GCSE and A Level, we've changed the student journey to include a three-year Sixth Form - we're at the leading edge of educational reform.

Above all we offer a family atmosphere, full of heart, along with the passion and drive of an entrepreneurial start-up environment. It is a combination that we believe will bring our students benefits, in terms of their success, happiness and values, that will last lifelong. For staff, we hope that working at the College will be an experience they treasure throughout the course of their careers.



Vision and Aims

PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.



OUR VISION

Our vision is that every pupil at Thomas's develops core values and a strong sense of social responsibility; inner strength, outward assurance and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning.

The overall goal of a Thomas's education is to equip all of our pupils with optimism and readiness for the future, to become net contributors to society, and to flourish as successful, conscientious and caring citizens of the world.



OUR AIMS

To achieve this vision, our aims at Thomas's College are:

- To provide an exceptional and innovative education to young people aged 11 to 18, founded on **breadth of experience and opportunity**
- To enable pupils to achieve **academic excellence** through a holistic approach that develops knowledge, skills, character and self-understanding
- To ensure that every member of our school communities learns and lives by a strong set of values, with **kindness at the heart**
- To support pupils to make meaningful choices about their future, fostering a sense of **purpose and personal ownership**
- To promote a **diversity of excellence** that encourages different types of intelligence, problem-solving and the ability to make connections

The Heads and Principals
Thomas's London Day Schools



The Role

OVERVIEW

Thomas College is seeking a reliable and vigilant Security & Portering Officer to join our night-shift rotation. Working 6pm - 6am based on a rota pattern, this role ensures the safety of our residential community and the protection of campus assets overnight.

The Night Officer is responsible for patrols, system monitoring, and proactive site preparation, maintaining high standards of customer service even during out-of-hours operations.

KEY RESPONSIBILITIES

Site Vigilance & Security

- Conduct regular internal and external patrols to ensure all buildings are secure and perimeters are intact.
- Continuously monitor CCTV and fire panels, responding promptly to alerts or suspicious activity.
- Maintain and audit storage areas regularly to ensure site safety.

Emergency Response & Safety

- Act as the primary First Responder for any fire alarm activations or site emergencies during the night shift.
- Adhere strictly to lone-working procedures and utilise provided safety monitoring systems, particularly during holiday periods.
- Maintain safety logbooks and complete all required statutory checks during the shift.

Residential Service & Preparation

- Provide professional, customer-focused support to residential staff and respond to out-of-hours enquiries.
- Support early-morning site preparations, including unlocking specific areas and assisting with early-shift handovers or deliveries.
- Promote safe working practices, including dynamic risk assessments, throughout the shift.

Reporting & Compliance Support

- Take a proactive approach to reporting maintenance requirements, security breaches, or delays to the Security Manager.
- Support the Estates team by completing specific security-related PPM checks and uploading findings to college compliance systems.
- Ensure a thorough understanding of all college safety and emergency policies to operate with total professionalism.

Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

- Valid SIA Licence (Door Supervision or Security Guarding).
- Proven experience in night-shift security or a similar vigilant role.
- Ability to work independently and take initiative with a proactive “can-do” attitude.
- Strong communication skills and comfortable engaging with stakeholders if required.
- Commitment to regular security and Health & Safety training.

Desirable

- Familiarity with Martyn’s Law (Terrorism Protection of Premises).
- Knowledge of fire alarm and CCTV systems.
- Experience in an educational or large organisational setting.
- Valid driving licence.



ADDITIONAL PERSONAL ATTRIBUTES AND VALUES

Personal Qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and Young People's Interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual



KINDNESS



COURTESY



HONESTY



RESPECT



PERSEVERANCE



INDEPENDENCE



CONFIDENCE



LEADERSHIP



HUMILITY



GIVERS,
NOT TAKERS

Terms and Benefits

- **Competitive Salary & Benefits Package:** £32,000 per annum
- **Contract:** Permanent, Full Time
- **Expected Start:** September 2026
- **Location:** Thomas's College, Richmond

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic leaders excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team or email hr@thomas-s.co.uk

To apply for this post please go to thomas-s.co.uk/join-our-team and click apply by noon on 9 August 2026. Should you wish to send a covering letter or supporting statement following your application, please forward it to hr@thomas-s.co.uk

The first round of interviews will take place on Thursday, 13 August 2026. Please note that referees will be contacted prior to the interview.

SAFEGUARDING

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.





**Be Kind
Be Thomas's**