



RADLEY

Security Operations Supervisor

Abingdon, Oxfordshire

KEY INFORMATION

We are looking for an experienced, organised and approachable Security Operations Supervisor to provide leadership and support to our Lodge and security teams during evening and night shifts.

This important role will provide a consistent management presence during key service periods, ensuring security operations run safely, effectively and to a high standard. As the senior point of contact on shift, you will support and supervise the team, oversee incident response, ensure procedures are followed and help colleagues develop through effective guidance, training and feedback.

You will play a key part in maintaining a safe, secure and welcoming environment for our pupils, staff and visitors, while helping us continually improve the quality and consistency of our security service.

HOURS OF WORK

- Monday, Wednesday and Friday
- Alternate Saturday and Sunday
- 18:30 to 22:30
- Additional hours may be required to support College events, operational requirements or emergency situations.



Key Responsibilities

- Provide day-to-day leadership and supervision of the night Lodge and security team, promoting a professional, supportive and customer-focused culture.
- Oversee security operations across the College site, ensuring staff are effectively deployed, briefed and prepared to respond to incidents or emergencies.
- Maintain high standards of performance, conduct and service delivery, supporting staff development, wellbeing and addressing any concerns appropriately.
- Manage staffing and resources, including rotas, holidays, absences and operational cover.
- Act as the senior operational point of contact during night shifts, ensuring incidents, security concerns and emerging risks are managed and communicated effectively.
- Ensure effective communication and handovers between day and night teams and maintain accurate operational records, reports and security documentation.
- Coordinate security arrangements and staffing for College events and activities, working closely with colleagues across the College.
- Support the continuous improvement of security and Lodge operations, ensuring College policies, procedures and service standards are consistently maintained.



Person Specification

Essential

- Previous experience supervising, leading or managing a team.
- Strong organisational, planning and administrative skills.
- Experience producing staff rotas and managing staffing requirements.
- Excellent communication and interpersonal skills.
- Strong IT skills, including Microsoft Office applications.
- Ability to build positive working relationships with colleagues, visitors and stakeholders.
- Strong problem-solving and decision-making skills.
- Ability to work independently and exercise sound judgement.
- Reliable, professional and able to remain calm under pressure.
- Strong commitment to customer service and operational excellence.

Desirable

- Experience working within an educational, security, facilities or customer-facing operational environment.
- Knowledge of security operations, incident management and site safety procedures.
- Experience working within an independent school, boarding school or comparable environment.
- Experience managing teams operating across shift patterns.
- Relevant security, facilities management or supervisory qualifications.





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.

STAFF BENEFITS

- Contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year!).
- Reduced membership of our nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free parking on site.

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.

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, 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 your application being unsuccessful, please be assured that all copies of identification will be destroyed.





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. 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.



What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.

TATLER SCHOOLS GUIDE 2024



RADLEY