



JOB DESCRIPTION

Security Porter – St Paul's School

Department Porter's Lodge

Line Manager Facilities Manager & Security Manager

Role

The role of a Security Porter at St Paul's School covers a wide range of duties and responsibilities including implementing and acting on emergency and safety procedures, car park management, assisting with deliveries, covering reception duties, mailroom and reprographics duties, the implementation of health and safety and other tasks. The Security Porter will often provide the first impression of the school, it is therefore critical that they are always professional, diplomatic, authoritative and dress appropriately for the role.

The day-to-day tasking of the Security Porter will be the responsibility of the Security Supervisor as directed by the Security Manager. The Security Porter's general location of work is normally within the confines of St Paul's School but on occasions, they may also be asked to attend other properties that belong to the School.

The Security Porter has a day-to-day working relationship with all School departments (teaching and support) and is required to co-operate fully with all members of staff.

Main duties and responsibilities

By the nature of the role, the following list is not exhaustive, but is a guideline as to the main requirements of the post. The Security Porter must be willing and flexible, and prepared to carry out reasonable tasks not necessarily covered within this job description.

Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Security & Emergency

- Work together with the Porters to keep out any unauthorised individuals and to challenge any strangers found on site and especially inside the buildings.
- Be prepared to call in and work with the police/fire agencies/senior staff in emergencies and in event of discovery of unauthorised visitors to the school.
- Ensure the health and safety of pupils, staff and visitors wherever possible and act as traffic warden and fire marshal.
- Working with the porters and other relevant parties, perform routine and emergency locking of the school's facilities, assisting in crowd control.

St Paul's School Vacancies



- Patrol and inspect the interior and exterior of the school's facilities on foot. Respond promptly and safely to calls for assistance and emergency "code" calls throughout the school.
- Evict, hold, or detain persons when directed to do so by the appropriate law enforcement agency.

Reception cover

On occasion and as required Security Officers will be expected to provide reception cover. This will involve:

- Meeting and greeting visitors in line with School's Security and Safeguarding policies.
- Answering the telephone and directing and filtering calls as appropriate.
- Producing visitor badges using the reception badge system.
- Distributing and collecting keys to/from designated personnel and maintain the key issue book.

Car park management

- Prevent unauthorised parking and access.
- Give directions for emergency vehicles.
- Control the safety of pedestrians using zebra crossings within the area of the security cabin and entrance to the main car park.
- Give directional advice to visitors, contractors, coach drivers and taxis within the school.
- Collect, store and distribute traffic control equipment when required.

Reporting

- Report incidents to the Security Manager and record these in relevant log(s).
- Identify and report maintenance and repair jobs to the Estates department (verbally, helpdesk etc.).
- Identify and report health and safety incidents (near misses), accidents and hazards to the Security Manager /Facilities Manager and other relevant parties.

General Duties

- Assist porters with distributing and collecting post and parcels and delivering printing paper to Multifunction Devices.
- Deal with staff, pupil and visitor enquiries and requests in an efficient and timely manner.
- Effectively operate a variety of equipment including portable radios, computers, closed-circuit and access control systems.
- Provide escorts to parents, contractors, visitors and relevant others throughout the day as required.
- Provide agreed support for events and activities, including escorting etc as required.
- Undertake any other reasonable duties as directed by the Security Supervisor, SPS Receptionist and Porters.

Training

- The Security Officer maybe required to undergo training relevant to the aforementioned duties and responsibilities or related functions. Such training may be residential. The cost of the training and reasonable expenses (which must be approved in advance by the Facilities Manager) will be borne by the School.



Essential skills and qualifications

- Willing to learn and make the job their own in a way that ensures that an efficient and effective service is delivered at all times
- Strong communication skills
- Strong customer service skills
- Demonstrate possession of superior attention to detail and observation skills
- Computer literate with basic knowledge of MS applications
- Able to work flexible hours including overtime, when required
- Strong troubleshooting skills
- Be prepared to undertake relevant Health and Safety training
- Physically able to discharge the responsibilities required by the post
- Calm and resilient in high pressure situations
- Experience of working under pressure and dealing with difficult people
- Willing to obtain a Valid Door Supervision SIA accredited licence

Desirable skills and qualifications

- Valid Door Supervision SIA accredited licence
- Previous experience in a similar role
- Experience in negotiations
- Experience in conflict resolution
- First Aid at Work

Background and Terms of Employment

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. The quality of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. St Paul's embraces diversity, inclusivity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, personalities and skills.

We hope that working at St Paul's might be right for you. The atmosphere is relaxed, friendly, supportive and purposeful. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff and personal professional development for all staff is a high priority. Our pay and package are generous by sector norms and includes the following:

- **Salary**

Competitive + benefits.

- **Hours of work**

This is a full time, day-time only position. Working hours are shift based Monday to Sunday, average 40 hours per week. A typical shift will be 9 hours including a 1-hour unpaid break. Start times will vary from 6-11am.

Lunch is provided on site at no cost. Break/lunch times are set within the daily duties.

St Paul's School Vacancies



Occasionally flexible hours may be required for weekends and bank holidays.

- **Holidays**

25 days per annum plus 8 Bank Holidays (or existing annual leave allowance, if internal transfer). Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

Overtime is awarded at the following rates:

- Monday to Saturday at time and a half
- Sunday and Bank Holidays at double time

- **Uniform**

Uniform will be provided by the School and the Security Officer is expected to keep all items in presentable condition:

- 5 x shirts
- 3 x trousers
- 1 x pair of shoes
- 2 x ties
- 2 x pullovers
- Winter and summer headgear

Hi-vis personal protective equipment is also provided.

December 2023