

ST MARY'S SCHOOL ASCOT

Job Description, Person Specification and Application Details – Part Time Night Porter



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Part Time Night Porter.
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.**

St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: www.st-marys-ascot.co.uk.

The two Night Porters will be employed to work 140 night shifts per annum each. The shift roster will be based on a four nights on and four nights off pattern although this will be punctuated by nights when there is no requirement for a night porter (e.g. when there are no children in the school). Each night shift will be 12 hours from 8.30 pm to 8.30 am.

4. **Primary Role.** The Night Porter's primary role is to man the School's main reception desk overnight in order to respond to any overnight issues, provide a security presence around the School premises and be responsible for securing the school buildings and out buildings.
5. **Line Manager.** The Line Manager for the Night Porter is the Estate Manager although he or she will work closely with the Pastoral Deputy Head and Head of Boarding.
6. **Job Description.** The Night Porter is responsible for the security of the School overnight and to man the School's main reception desk during his or her duty hours dealing with any telephone calls, visitors, security issues and fire alarms. The key elements of this role include but are not limited to:
 - a. **Reception Duties.** The Night Porter will answer and deal with any telephone calls during the night. He or she will meet and greet any visitors or late returning pupils and staff giving them access to the building.
 - b. **Lock Up.** In accordance with the School's requirements, secure all external doors to the main school building and peripheral buildings as well as turning off lights across the site. In the morning arrange for the opening of doors as required.

- c. Security. The Night Porter will be responsible for the security of the site overnight. He or she will be required to conduct periodic internal and external security patrols of the school's premises including checking that doors and windows are secure. The school's CCTV system will be at his or her disposal to assist in securing the premises. The Night Porter will be required to report any issues with regard to pupils directly to an appropriate member of the pastoral or academic staff.
- d. Porter Work. The Night Porter will be required to undertake any general porter duties (such as moving desks or setting up chairs in a hall) as directed on an as required basis.
- e. Administrative Work. The Night Porter will be required to carry out any administrative work in support of the school secretary (and others) such as stuffing envelopes.
- f. Fire Safety. The Night Porter will be required to man the fire panel in the event of the fire alarm sounding in the night. He or she will be required to advise the senior member of the pastoral or academic staff on the information being provided by the panel and will liaise with the fire brigade. The Night Porter will be required to assist in resetting the alarm at the conclusion of the incident in conjunction with a member of the maintenance team. He or she whilst conducting all other duties will be required to ensure that fire exits are clear and that anything compromising fire safety is rectified.
- g. Open Day During the evening/night of Open Day both night porters will be required to be on duty to assist the Bursar and his team in securing the site.
- h. PAT Testing. The Night Porter will be expected to undertake portable appliance testing when required. Training will be given.
- i. Miscellaneous. The Night Porter will also be required to:
- Set security alarms throughout the school premises.
 - Produce at the end of each duty a report detailing any incidents that occurred during the night.
 - Utilise any communication equipment (walkie talkie, mobile telephone) provided by the school.
 - Undertake sanitisation of surfaces (such as pupil desks) and contact points (such as door handles) across the school site as directed by the Estate Manager.
- j. Flexibility. The support staff are part of a team that provides all aspects of support for the Headmistress to run the school. This may occasionally require staff to cross boundaries in order to support the aims of the school. The Night Porter may therefore have to perform other duties as reasonably required by the school.

7. **Person Specification.** The successful applicant will be able to demonstrate the following:
- a. The School is seeking a hard-working, practical, reliable, versatile and punctual individual who can be relied on to work without direct supervision.
 - b. The Night Porter must be tactful, diplomatic and able to demonstrate good interpersonal skills with the ability to communicate with a range of people. He or she must be of a smart appearance and be willing to wear an appropriate uniform.
 - c. The Night Porter must be proactive and able to act on his or her own initiative, dealing with any unexpected problems that arise.
 - d. There must be a willingness to participate in further training and development opportunities offered by the school to further knowledge and expertise.
 - e. The Night Porter must be scrupulously honest and able to maintain confidentiality on all school matters.
8. **Qualifications.** There is no requirement for the Night Porter to hold an SIA license although having a license or relevant security qualifications would be an advantage to an applicant.
9. **Terms and Conditions of Employment.**
- a. **Hours.** Each shift will be 12 hours from 20.30 hrs to 08.30 hrs. This allows a 30 minute handover period from/to the day staff. The Night Porter will be able to take two 15 minute breaks and one 30 minute break during the shift. During the breaks he or she will be required to monitor the reception telephone and should there be an interruption during the break then the break period can be extended. Hot drinks and breakfast will be provided free of charge.
 - b. **Shifts.** The Night Porter will be required to do 4 consecutive night shifts followed by 4 nights off. The Night Porter is only required during term time and when the school facilities are let (principally for 5 weeks during the school summer holiday and 2 weeks at Easter). This includes weekends but excludes half terms and some term-time weekends (Friday and Saturday night). Consequently, it is anticipated that there will be a requirement for 140 shifts per annum.
 - c. **Salary.** The Night Porter will be paid an annual salary of £18,630 per annum.
 - d. **Holiday.** This includes an allowance for statutory holidays. Holidays must be taken during school holiday periods when not scheduled for working.
 - e. **Work Variation.** Should the Night Porter work additional shifts then payment will be on the basis of an hourly rate of £9.50. If shifts are missed then deductions will be made on the basis of the same hourly rate.

- f. Probationary Period. The Night Porter will be required to complete a 3 month probationary period during which the notice will be 1 week by either side.
- g. Notice Period. The Night Porter will be required to give 2 months' notice after completion of the 3 month probationary period.
- h. Bank Holidays. Bank holidays are treated as normal working days.
- i. Overtime. This appointment does not attract overtime.

10. **Applications.**

All applicants should complete the application form and send it to Mrs Nic MacRobbie (with a covering letter addressed to Mr GK Brand, Bursar), St Mary's School Ascot, St Mary's Road, Ascot SL5 9JF. Applications should be received by the school no later than Friday 14 August 2020.

The first round of interviews will be on Friday 21 August 2020, the second round on Tuesday 25 August 2020.