



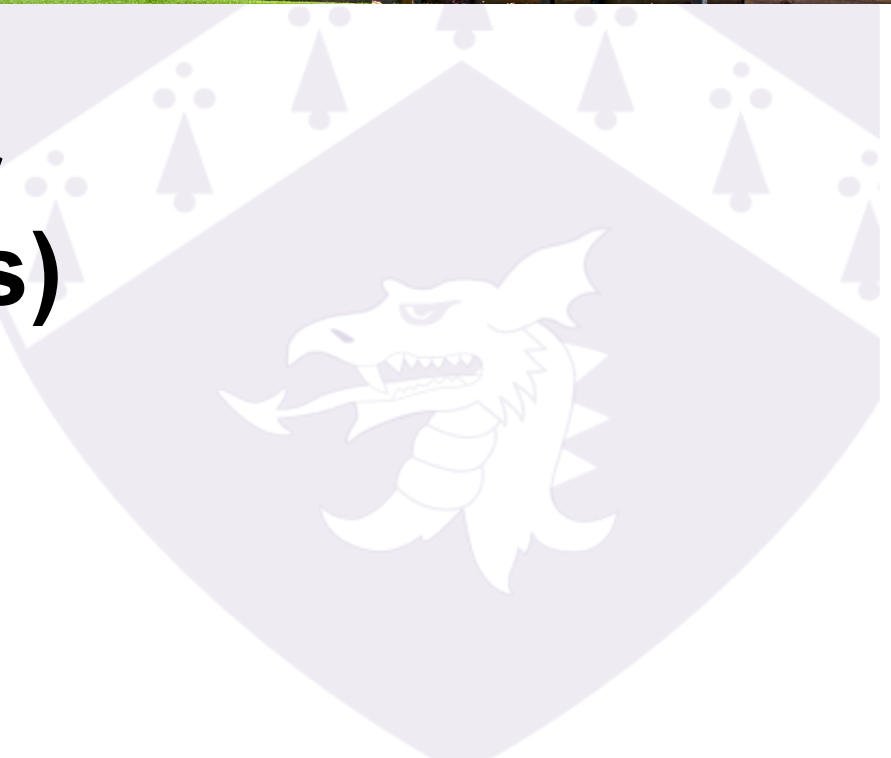
THE PERSE
SCHOOL
CAMBRIDGE



Gate Porter (After hours)

Upper School

Candidate Pack





The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18, who attend our Pelican, Prep or Upper.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, administration, and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

Our School Environment

As an academically selective school, we are committed to ensuring every child is nurtured and supported to ensure their academic education is balanced by a thorough extra-curricular programme and outstanding individual pastoral care.

Our outdoor education department offers a wide range of curricular and extra-curricular opportunities for students to develop key life skills needed to thrive in today's world, including problem solving, resilience, communication, leadership and teamwork.

We have thriving music and drama departments with around 70 separate ensemble groups and an award-winning Performing Arts Centre which stages a wide range of events showcasing singing, dance and drama. Our sports department ensures that every pupil has the opportunity to find a sport to enjoy and an approach to living a healthy lifestyle.

There are many opportunities for support staff to get involved in the wider life of the school, from volunteering with our outdoor education department or helping in our Performing Arts Centre during one of the many productions.

You can read more about our school on our website.





Salary: £16,563 (pro rata based on £24,237 FTE)

Working hours: 32.5 per week, term time only (35 weeks)

Job Purpose

As a busy school, our gates do not always close at 4pm. We are looking for someone to provide a safety and security presence around the School premises. This is an important role keeping our pupils, staff, visitors and premises safe beyond the end of the school day.

The primary purpose of the School Gate Porter is to provide professional and welcoming assistance to visitors while overseeing the security and safety of the school environment, with a strong focus on controlling access to the premises. As the first point of contact for visitors, the Gate Porter ensures that all individuals entering the school are authorised and follow proper procedures.

The Gate Porter is responsible for maintaining the security of the site by monitoring entry and exit points, ensuring the premises are secure, and preventing unauthorised access. This includes unlocking and locking buildings at designated times, ensuring that all access points remain secure.

In addition, the Gate Porter is required to respond to emergency situations such as fire or intruder alarms, following established safety protocols. The Gate Porter will also assist with supporting external hires and evening events on school grounds, ensuring the safety and security of attendees and the surrounding area.

The Gate Porter works closely with the Caretaking and other operational teams to ensure the smooth running of the school environment.

Caretaking Team at The Perse

The School Gate Porter is part of the wider Caretaking team. The Caretaking team are responsible for the security of the school, including unlocking and locking buildings at agreed times, maintaining a secure perimeter, monitoring the site for any security breaches and respond to fire and intruder alarms and to oversee evening events and external lettings.

In addition, the Caretaking team collaborates with the Housekeeping team to ensure the highest standards of cleanliness across the buildings and grounds. While the Caretaking team takes specific responsibility for public and external areas, they also assist with cleaning internal rooms and spaces.

The Caretaking team is also tasked with setting up furniture as required in various areas, as well as managing the delivery of internal and external mail and parcels.

The Caretaking team is managed on a day-to-day basis by the Domestic Services Manager and their Deputy, with staffing provided by Caretakers and Site Assistants.

Reporting to

As a member of the support staff, the School Gate Porter's ultimate line manager will be the Bursar, although day to day responsibility will be to the Deputy Domestic Services Manager.





Key Responsibilities

- Serve as a visible presence in and around the school, including the security office, Sports Centre, grounds, and public areas, providing security and monitoring activity across the site.
- Provide a professional and welcoming service to all visitors to the school.
- Project a positive image of the school and offer direction and assistance to visitors at all times.
- Monitor the arrival and departure of visitors, both pedestrians and vehicles, ensuring proper protocols are followed.
- Monitor the school's CCTV system, ensuring any security concerns are identified and addressed.
- Liaise with staff to communicate the arrival of visitors and coordinate visitor management.
- Assist in managing pupil arrivals and departures, particularly via coaches.
- Provide car parking support at both internal and external school events, ensuring smooth operations.
- Maintain the cleanliness and tidiness of school entrance areas.
- Ensure health and safety awareness at all times, taking control of potentially hazardous situations (e.g., stopping vehicle movement near areas with high pupil traffic).
- Raise the emergency alarm when necessary and take immediate action in case of incidents.
- Direct emergency services to the location of any incident to ensure a swift response.
- Collaborate with other departments to support various school activities, including events and security requirements.

Caretaking

- Movement of furniture and equipment around the school as required.
- Preparing the hall and other rooms/spaces for various functions including setting out furniture.
- Sorting and delivering any items of mail.
- General portering, handling deliveries and their distribution.
- Reporting any maintenance issues to the Domestic Services/Estates Office.

Health and Safety

- Undertake all work in accordance with health and safety legislation and the School's procedures.
- Participate in health and safety related testing and checks, as required.
- Be aware of health and safety when moving around the site and report any potential hazards to the Domestic Services/Estates Office.

Security/Fire Safety

- Maintenance of site security including locking and unlocking the various internal and external buildings, classrooms and perimeter gates as required.
- Setting and un-setting the School's varied alarm systems.
- Taking an active role in response to activation of either School's fire alarm system or any of the various intruder alarms.





Key Responsibilities

- Checking doors and windows and advising the Domestic Services office on possible breaches in security.
- Ensuring general safety procedures are followed and a means of escape maintained when setting up furniture for events.

Oversight of School functions/out of hours lettings including responsibility for:

- Emergency evacuation in the event of activation of the fire detection system (liaison with the Fire & Rescue Services, resetting the system).
- Security of the premises.
- Traffic control and parking.
- Assisting those using the premises as required (e.g., parents, sports hall users etc).

Person Specification

Knowledge

Essential

- Familiarity with Health & Safety in the workplace as it relates to the role.

Relevant Experience

Essential

- Experience of working in a customer facing role.

Desirable

- Experience of working in an educational establishment.
- Previous experience in a caretaking or similar role.
- Previous experience of dealing with security.
- Previous experience of lone working.

Skills and Abilities

Essential

- Honesty and reliability.
- High standards and attention to detail – the ability to achieve and maintain a consistently high standard of work.
- The ability to work alone and as part of a team, communicate with staff at all levels and to establish good working relationships.
- Good organisational skills and self-motivation.
- Excellent communication skills; the ability to deal with pupils, staff, visitors and parents in a confident and friendly manner, and with tact and diplomacy when required.
- Ability to cope with a varied and demanding workload and to remain calm in challenging, and emergency situations; decisive problem solving skills.
- A 'can-do' attitude and approach to work.
- Given the nature of the work associated with the role, the post holder should be prepared to undertake both a range of manual handling and an array of manual tasks, while also being prepared to move around our large site for prolonged periods.
- Ability to undertake basic admin tasks and be proficient in the use of IT applications such as Microsoft Outlook and Word.





Job Specific Terms and Conditions

Working Hours:

This is a term-time position, covering approximately 35 weeks of the year, working 32.5 hours a week. The role follows a Monday-to-Friday schedule, with standard working hours from 15:00 to 22:00, including a 30-minute unpaid break.

On certain occasions throughout the year, such as larger school events, a later finish time will be required. In these instances, a later start time will be agreed upon, with specific dates arranged in advance.

You may be required to work such additional hours as the needs of the job require. Additional payment will be made for such hours when agreed in advance with the Domestic Services Manager.

Salary:

The starting salary will be at Scale Point 7 of the Perse support staff salary scale at £16,563 per annum, pro rata to hours and weeks worked (based on a full time equivalent of £24,237).

Holidays:

The annual paid holiday entitlement is 6 weeks including Bank Holidays, pro-rata based on the weeks and hours worked. Holiday pay is included within the annual salary. Holidays may not be taken during term time.

Other benefits:

Pension scheme with employer contributions of 13.75%; death in service of 3 x salary; free on site parking; cycle to work scheme; access to free on-site gym (subject to time restrictions); free weekly swim sessions in our new sports centre.

Application process

Please click on [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR department at recruitment@perse.co.uk.

Closing Date

The closing date for applications is 2nd May at midday, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.





Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

