



PORTERING AND SECURITY OFFICER
Porters and Security Team
Estates Department

The Role of the Portering and Security Officer in Cheltenham College

Portering & Security Officers are responsible for setting up events, moving furniture and collection/delivery of goods around the College. Portering & Security Officers also play a key role in security, day and night and are required to respond to incidents.

With the Night Security Team, Portering & Security Officers are responsible for security, locking and unlocking of site, minor emergency maintenance/repair tasks, initial first aid and for the coordination of security and fire alarms. They are responsible, day-to-day, for the physical security of the College.

The Porters and Security Team are a small, dedicated team who are the front line of College's response and are often the first point of contact with the pupils, staff, parents and public. Porters and Security are essential to the daily operation of College.

Terms and Conditions

- Hours: based on a six-week rota and averaging 40-hours per week over the six-week period. Working shifts Monday to Sunday. Shifts will be worked normally between 06:00 to 22.30 comprised of Early (0600-1430), Middle (0930-1800), or Late shift (1400-2230)
- Shift length is 8.5 hours (includes a 30-minute unpaid break)
- Starting salary: £27,227.20 per annum moving to £28,018.00 per annum after passing on-the-job training and probation.
- Overtime will be paid for hours worked over 40 hours per week, at time-and-a-half rates of pay. All days are considered the same for calculating hours worked as overtime
- Christmas Day, Boxing Day and New Years' Day paid at twice hourly rate
- Undertake up to 11 overnight security nightshifts, per year, to cover leave for the Night Security Officers
- When covering Night Security shifts a rate of between £16.87-17.25 per hour (depending on training level) will be paid for each hour worked between the hours of 8pm to 6:30am.
- Annual leave increases with lengths of service and is inclusive of bank holiday entitlement. All holidays must be agreed with the line manager in advance

Benefits

- College Executive Pension Scheme available after completion of probationary period
- Free membership to College's gyms and swimming pool as well as discounted family membership
- Meals available during term time
- Subsidised Health Scheme (Benenden) and discounts and offers for College staff at local businesses and retailers
- Workwear and protective equipment provided

Key Responsibilities:

Portering

- Responsible for set up and clear down of school events
- Movement and storage of furniture and other items around the site
- First response to the College's out of hours incidents. This includes electrical, plumbing or building issues and report these for further action. Know the locations of stopcocks and distribution boards.
- Accept deliveries and deliver packages, stores, mail, and other items as required
- Ensure storage areas under the employee's control are maintained and kept clear and tidy
- Responsible for safe use and upkeep of vehicles, equipment or personal protection equipment provided.
- Take utility meter readings
- Take responsibility for your own health and safety and that of others
- To carry out other tasks that are within the employee's skills, ability and training whenever reasonably instructed by the Head Porter

Security, Access Control, First Aid and Emergency Response Responsibilities:

- Take control of incidents, to manage the situation and take appropriate action to resolve.
- Respond to, investigate, action, record, and report security related incidents;
 - When possible, make safe/secure damage to property until full repair can be carried out.
 - Hazards to be risk assessed and recorded on security log, and appropriate action taken i.e. prevent access
- Understand security, access control and fire systems
- Provide on-site First Aid cover
- Call and assist the Estates Department or contractors for out of hour call-outs
- Liaise with duty staff or Lettings department for events
- Escorting contractors where required and to provide access
- Security check of site to ensure windows and doors are secure at the end of the day and follow the lock up procedure with assistance from a Night Security Officer when on shift.

CCTV Responsibilities

- Monitor and control College security and CCTV surveillance systems
- Ensure CCTV regulations are met in accordance with SIA licence and College policies
- Ensure College CCTV images are restricted to authorised personnel.
- Complete the CCTV register and recording log (signing in/out/storing footage).

Fire Safety Responsibilities

- Respond to, investigate, action, record and report fire incidents, alarm activations and drills;
 - Initiate calls to emergency services, assist directing and communicating with on arrival
 - Liaise with fire marshal to confirm evacuation of building
 - Make decision when safe to return and notify fire marshal
- Able to use of the fire panels and other fire related equipment in each building
- Weekly test of each fire alarm system across College, ensuring faults are logged and reported, manual call points are checked in sequence and logbooks are present and up to date

- Replace fire extinguishers from the pool when required and ensure a replacement is ordered
- Assist College, from a fire and security perspective, for the major College events

Training Requirements (College will provide training where necessary)

- SIA CCTV Public Space Surveillance Licence
- CCTV system familiarisation
- First Aid at Work
- Fire, security, and access control systems
- College databases and office applications
- College Policies and Procedures
- Manual handling training (College can provide training in this area but aptitude must be shown)

Person Specification:

Essential:

- Good proven skills in reading and writing as well as confidence with email, excel and basic IT skills
- Conscientious with strong interpersonal skills
- Self-disciplined and able to work on own initiative whilst being well-organised, flexible, and reliable
- Excellent timekeeping
- Presentable, friendly, team player, calm under pressure
- Must be receptive to training opportunities offered by College
- Able to work out of hours when required
- Full and clean driving licence and able to drive College cars and vans

Desirable:

- H&S qualification and or experience
- SIA Public Space Surveillance Licence
- Experience of working in a school

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