



EPSOM  
COLLEGE

# Security/ Duty Porter

Part Time/ Term Time Only  
5.30 pm - 9.30 pm - Thursday & Friday  
6.30pm - 8.30pm alternate Saturdays



# Welcome to Epsom

Thank you for your interest in our school. I am into my second year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

## INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A\*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

## NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,  
Head, Epsom College

# The Department

The Estates Department comprises Trades, Security and Fire. The Security department is a new department at Epsom College and is continuously growing.

The function of this position is to provide a high quality and efficient duty porter service within the Estates department of the College. The role will be front facing dealing with security, visitors, staff & pupils and include the lock up and securing of the college at the end of the school day. The job will involve direct liaison with all College staff and an emphasis on excellent communication and customer services skills as well as the ability to deal with unexpected occurrences in an efficient and professional manner. This role involves lone working in the evenings across a large college site. This may not be suitable for everyone.





# Role and Responsibilities

The key roles and responsibilities of the Security/ Duty Porter are:

- To carry out any daily duties as requested by the Security & Fire Manager or designate.
- To be familiar with the college's week's events calendar to appreciate what events are happening and where these events are taking place to ensure effective communications throughout.
- To conduct checks of the College site perimeter to include barriers, pedestrian gates and the perimeter fences to ensure the site is secure.
- To assist with access onto the site with the use of a Duty Security phone and deal with enquiries via any site entry requests via intercom.
- To ensure that all tasks within your area of responsibility are completed to the required standard.
- To ensure that all areas on the lock up procedure are secured at the end of the school day, setting alarms as required, report any areas of noncompliance by completing a checklist and raising any faults/incidents via the Every system (training will be provided).
- To be aware of the security requirements and the implications of strangers on campus, be prepared to challenge individuals.
- To use technology as supplied by the College.
- To be fully conversant with the Emergency procedures and the Evacuation Plan and how to implement them when required.
- Have an understanding of fire alarm panels and assist with dealing with any activations ensuring the relevant staff are notified.
- Report any security breaches and compile security reports as necessary.
- To assist with any on-site deliveries and post as directed by the Security & Fire Manager.
- To be of smart appearance and appropriately dressed in the uniform provided.
- To be aware of responsibilities under the Health and Safety at Work etc. Act 1974.
- To undertake duties in accordance with safeguarding procedures and protocols
- To adhere to relevant regulations. i.e. Fire Safety, Manual Handling etc.
- To attend all mandatory and relevant training as required.
- Deal with any lost property or unattended items as per college policy.
- To adopt a flexible approach to the role and undertake any other reasonable task as requested. i.e. internal/ external events and car parking.

# Person Specification

## Essential Qualification, Experience and Skills Requirements

- Experience of working in a service environment
- Professional approach and customer focused
- Excellent communication skills
- Reliable, punctual and flexible
- Work well under pressure
- An appreciation and commitment to safeguarding protocols within a school environment

## Desirable Qualification, Experience and Skills Requirements

- Working within a school or security environment
- An in-date SIA license – Door Supervisor or Security Guard license.





# Terms and Conditions

- **Salary:** A total salary of £4,392 per annum based on the working arrangement below inclusive of £473 of statutory holiday pay.
- **Hours:** The role is during term time only (34 weeks per year including Inset)  
The hours for this particular role will be:  
5.30 pm - 9.30 pm - Thursday & Friday  
6.30pm - 8.30pm alternate Saturdays
- **Holidays:** Statutory holiday entitlement to be taken during College's holiday published dates. The above salary includes an allowance for holiday.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by The Pensions Trust and eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation.
- **Benefits:**
  - Private health care
  - School fee discount
  - Life Assurance
  - Meals and refreshments free of charge during working hours
  - Free use of fitness suite at certain times
  - Free car parking on site

## Method of Application

Candidates to complete an application form which can be downloaded via our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk). To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website. Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible.

If you have any questions about the role, please contact us on [hr.recruitment@epsomcollege.org.uk](mailto:hr.recruitment@epsomcollege.org.uk)

# Safeguarding and Equal Opportunities

## SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant’s suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

## EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.





EPSOM  
COLLEGE

[WWW.EPSOMCOLLEGE.ORG.UK](http://WWW.EPSOMCOLLEGE.ORG.UK)