



## **WEEKEND DUTY PORTER**

Information for applicants

Job description and person specification

## Welcome from the Principal

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Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss  
Principal

## Summary of the role

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Weekend Duty Porters are responsible for the security of the campus and the supervision and pastoral care of the students. This role includes registering students at specified times of the day, driving college vehicles to locations and when external medical help is needed, acting Duty Fire Officer and a wide variety of other duties.

The post holder will be expected to contribute to and promote the college's ethos of dedication, decency, trust and mutual respect.

## About Concord College

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Concord College is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of rigour, kindness and creativity.

Girls and boys between the ages of 13 and 19 enjoy fabulous facilities on our safe and beautiful 73-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We also take care to nurture the individuality of students at Concord to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of the Concord community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor just outside Hastings in Sussex as a small privately-owned language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the college was acquired by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord College accepted girls for the first time. Girls were taught at a separate site at nearby Attingham Park, before relocating to Acton Burnell in the early 1980s. The College became a charitable trust in 1983 and has expanded rapidly since. Now with almost 600 students Concord boasts enviable facilities and outstanding outcomes for its students.

### Academic achievements

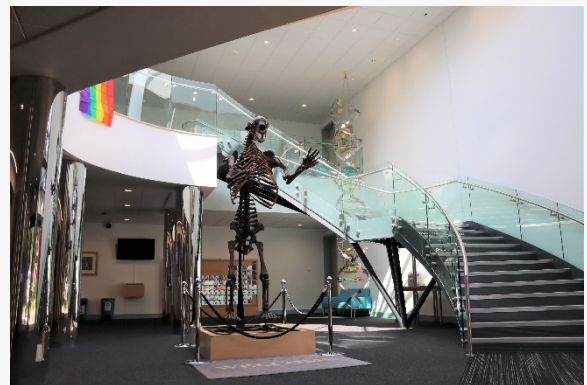
The College is highly academic and students consistently achieve excellent 'A' level results. In 2022 48.6% of students achieved A\*, 81.3% A\*/A and 92.6% A\*- B.

### The staff

The College employs over 320 staff across all departments. There is a community feel to the College and this promotes the supportive environment which is so important for the wellbeing of everyone - staff and students alike. Staff are experienced and well-qualified, conscientious and caring and there is a strong commitment to deliver the highest standards in all areas.

### Facilities

Facilities at Concord College are superb. Based around an historic main building, there are many new additions. We have an excellent theatre and music school as well as an outstanding science facility. Meals are served in the College dining room and the catering team provide an extensive selection of international cuisine. Special diets are catered for. Students have individual study bedrooms, some with ensuite bathrooms. Students enjoy a wide variety of facilities including two sports halls with weight training equipment and multi gym and fitness equipment, a student common room with a coffee bar and a student kitchen/diner where they can develop their own culinary skills.



### Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

## Job Description

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Main duties and responsibilities include:

- regular patrol of student accommodation areas.
- registration of students.
- following up student absentees.
- Supervising detentions, internal suspensions.
- supervision of students at mealtimes.
- monitoring of buses departing for and returning from Shrewsbury.
- assisting with pastoral care of students.
- recording maintenance and health and safety issues using appropriate paperwork and/or e-mail.
- answering incoming telephone calls.
- dealing with enquiries from students, staff, and visitors.
- signing in all visitors to the College and issuing and collecting visitors' badges.
- reporting any activity of a concerning nature and requesting assistance from residential personnel or from the emergency services, as necessary (following guidelines provided).
- providing support in an emergency or evacuation situation.
- acting as Duty Fire Officer (training will be provided) - responding to all fire alarms, taking appropriate action as detailed in the College's Fire Policy and Procedures document.
- ensuring the College's CCTV system is professionally, effectively, and sensitively monitored in compliance with the College's Data Protection Policy.
- assisting with the storage of students' luggage at the end of the summer term;
- Unlocking areas required for weekend use by students.
- undertaking any other duty deemed necessary to fulfill the requirements of the College.
- complying with policies and procedures, including those relating to Smoking in the Workplace, Safeguarding and Child Protection, Health and Safety, Welfare, Security, Confidentiality and Data Protection and reporting any concerns.
- any other reasonable duty in order to improve the level of pastoral care provided by the College as may be required by the Pastoral Assistant Team Leader and/or Vice Principal (Pastoral).

The above list is not exhaustive and gives an indication of the duties of a Duty Porter. The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College. However, duties will not be assigned which the post holder cannot reasonably perform, or which fall outside the range of his/her normal skills and experience.

### The Department

Pastoral

### Reporting lines

The Weekend Duty Porter will report to the Weekend Duty Porter Team Leader and take direction from the Vice Principal (Pastoral).

## Person Specification

In order to meet the high standards expected of support staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities.

| Criteria                               | Essential   | Desirable |
|--|---|-----------|
| Qualifications                         | <ul style="list-style-type: none"><li>• General Secondary education or equivalent.</li><li>• Well-developed understanding of the English language.</li></ul>  |           |
| Experience                             | <ul style="list-style-type: none"><li>• Effective communication skills with both staff and students</li><li>• Good organisational skills</li><li>• A proactive approach</li><li>• Administrative skills</li></ul>   |           |
| Knowledge                              | <ul style="list-style-type: none"><li>• Computer literacy</li><li>• Organisational ability.</li><li>• People management skills.</li><li>• Ability to work as part of a team.</li><li>• Ability to motivate and enthuse others.</li></ul>  |           |
| Personal attributes, skills and values | <ul style="list-style-type: none"><li>• Energetic and enthusiastic</li><li>• Team-player</li><li>• Empathic and approachable</li><li>• Tolerant</li><li>• Calm</li><li>• Generosity of spirit</li><li>• Flexibility</li><li>• Full, clean driving licence</li></ul> Confidence and willingness to drive College vehicles including minibuses. flexibility and a willingness to work additional hours to respond to students' pastoral needs are essential |           |

## Terms and Conditions

### Hours of work and attendance

1.30pm to 8pm each Saturday and 2.15pm to 9.45pm each Sunday. Both shifts will include an unpaid 30-minute lunch break. Total working hours: 13 hours per week.

Attendance is required during term time, half-terms and Easter holidays. Hours of attendance during the July and August summer course period are to be agreed and it is expected that there will be a degree of flexibility in this regard. Attendance is not required during the College Christmas holiday period when students are not in residence.

### Remuneration and benefits

The salary will be negotiable dependent on qualifications and experience.

Benefits include contributory pension scheme and lunch which will be provided in the dining room at no charge whilst the kitchen is in operation.

There is free parking on site and employees may use the fully equipped gymnasium/sports facilities.

### Holiday entitlement

Paid annual holiday entitlement is pro-rata 5.6 working weeks including public holidays which will fall during the three week College Christmas holiday period and the three week period immediately prior to staff

training/student arrivals each September.

#### References

The appointment is subject to receipt of satisfactory references and compliance with safeguarding recruitment requirements.

#### Safeguarding Recruitment Requirements

The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service and DfE's Keeping Children Safe in Education (KCSIE). An enhanced DBS Disclosure is required for this role.

#### Employment contract

Permanent.

#### Start date

September 24

## How to apply

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Please submit a fully completed application form to the HR Department ([recruitment@concordcollege.org.uk](mailto:recruitment@concordcollege.org.uk)) together with a covering letter explaining your suitability for the role. You are welcome to submit a copy of your CV, but this will not be considered without a fully completed and detailed application form.

Appointment to the role will be dependent on satisfactory completion of all pre-employment checks in accordance with relevant statutory guidance. These will include satisfactory references and a clear enhanced DBS (Disclosure & Barring Service) check with Barred List information.

For further information on the College please visit our website [www.concordcollegeuk.com](http://www.concordcollegeuk.com).

The closing date for applications is 17 May 2024.

Applications will be considered on receipt, and we reserve the right to close this vacancy earlier than the date stated above should we appoint a suitable candidate.

Please note that due to the volume of applications received in the HR department, we are unable to provide individual feedback other than to those candidates who attend for interview.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on our website.