



## KING WILLIAM'S COLLEGE

---

**Title:** Relief Porter

**Reports to:** Head Porter / Estates Supervisor

**Department Team:** Maintenance

**Job location:** King William's College and The Buchan School



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education. A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.



### The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, King William's College merged with The Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than two miles apart and The Buchan School provides Nursery and Prep curricula for children from 2 years to 11 years of age. King William's College provides a non-selective education up to IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently around 70 children at The Buchan Nursery, 162 at The Buchan School and 383 at King William's College. There are two boarding houses at College with around 86 boarders of which about 50 are International. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The School is run on year-group lines for academic purposes while the House system has been retained for social interaction including Drama, Music and Sport. In 2002 King William's College began teaching the International Baccalaureate Diploma. Since then close to 1000 students have studied the Diploma with us and we have become one of the largest and most successful IB schools in Britain. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The King William's College enjoys a magnificent setting facing Castletown Bay in the south of the Island. The site is dominated by the main school building with its quadrangle and clock tower. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

## The Role

In conjunction with other members of the Estates Department to ensure the wellbeing, safety and security of the School pupils, staff and premises of King William's College and The Buchan School.

### Accountability:

- Ensure both sites and the buildings are operational on a day to day basis including opening, closing and, where applicable, security.
- Identify and report any defects or issues to the Estates Supervisor in a timely manner, ensuring health and safety is adhered to at all times for all persons on the premises including yourself.
- The first point of contact to deal with fire alarm activations and other emergencies.
- Responsible for dealing with any unforeseen requests and events at King William's College and The Buchan School, which may arise both during and out of term time

### Key Duties and Responsibilities

- To act as the emergency maintenance operative, ensuring sites are safe and secure and calling out contractors if required.
- To open and close the school as operationally required.
- During the course of the school 'lock up', to liaise with the boarding house staff to discuss/resolve any issues in the boarding houses.
- Carry out site security inspections out of hours, to include perimeter walks, locking of all windows and doors and the drawing of blinds. Prepare daily lock up reports on security of the sites.
- Respond to emergency calls during shift, ensuring pupil, staff and members of the public safety is maintained at all times, rectify or make safe the problem as necessary.
- To act as School Fire Officer, attend fire evacuations when appropriate.
- Monitor the School's electronic door system and action any operational anomalies.
- Ensure that health and safety standards are maintained at all times.
- Ensure that any damage or faults are reported to the Estates Supervisor including any fixtures and fittings and carry out temporary repairs or actions to make safe.
- Carry out minor work jobs as directed either by the Estates Supervisor or as logged on the school maintenance system.
- Assist with swimming pool water checks, weekend cleaning and operation of the pool cover.
- Assist with event set ups whilst on duty in anticipation of the following days events including moving of furniture and equipment as directed by the Head Porter / Estates Supervisor.
- Assist with parking control for events as directed by the Estates Supervisor.
- To be available in the event of an emergency to assist with the operation of the school.
- Attend safeguarding, health and safety and first aid training.
- Maintain a visible presence whilst on duty and remain contactable via the schools designated mobile phone.
- To build and maintain good working relationships with all staff and users of the school. Welcoming all visitors staying at King William's College at the necessary hours of day or evening.
- Drive company vehicles as directed by the Estates Supervisor.
- To be flexible and participate in a security rota potentially covering from 7am to 11pm, 7 days a week.
- Carry out evening lock up checks at The Buchan School during week and at weekends.
- Liaise with the Cleaning Manager on managing any additional temporary cleaning as required by the Porters.
- Work together with the Estates Team to help to ensure that the School is well presented and safe at all times.

- On occasion, be responsible for the porter's phone and potentially also the emergency fire phone.
- Deliver internal and external post between both King William's College and The Buchan School.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The post requires the ability to fulfil with versatility, flexibility and good customer service skill, works, as detailed and any other duties deemed appropriate to the post by the Estates Supervisor.

The role is based on a zero hours contract with various shifts available, working weekdays, evenings and weekends.

### **Applications**

A completed application form together with a covering letter should be submitted by post to: Head of HR, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: [hr@kwc.im](mailto:hr@kwc.im)

