



ROYAL
BALLET
SCHOOL

NIGHT PORTER/WATCH PERSON

OVERALL PURPOSE OF THE POST

To be an integral part of the Operations team at White Lodge by providing essential assistance to all and ensuring the safety of all students, residential staff and overnight visitors in the evening.

SUMMARY OF THE ROLE

The successful candidate will have experience in a similar role, preferably in a school setting. You will be responsible for locking up and securing the building and its grounds every evening, regularly patrolling the site, monitoring CCTV and responding to any reports of intruders or emergencies during your shift. You will also be required to aid our maintenance and Front of House teams when required. This could include Front of House (Reception) cover, handling deliveries, rubbish and recycling removal, classroom, studio or general room set-up and assisting with general maintenance.

CONTRACT TERMS

Salary	Circa £20,000 per annum depending on skills, knowledge and experience
Hours	4pm-12am each evening including a one-hour unpaid meal break. The shift pattern will be 4 evenings on/4 evenings off including Bank Holidays
Location	White Lodge, Richmond Park, Richmond
Holidays	30 days per annum to be taken outside of term time and four weeks of Summer School. All holiday must be covered by another Night Porter/Watchperson Christmas Day and New Year's Day will be worked on a rota system outside of the standard working pattern. Each year, you will be required to work either Christmas Day or New Year's Day swapping over the following year.
Duration	Permanent
Line managed by	Site Services Manager

Line manages	N/A
Key contacts	Site Services Manager, Buildings Manager, Front of House Coordinators, House Staff, Drivers, Housekeeping.
Budgetary responsibility	N/A

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is **everyone's** responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

- Responsible for securing the buildings (School, studios, lodgings and extensive grounds) each evening
- General porter duties
- General Front of House/Reception duties
- Opening, closing and manning gates
- Operating the main car park gate
- Ensuring the buildings and grounds remain secure and escape routes are clear throughout the evening by regularly patrolling and monitoring CCTV
- Liaise with relevant staff regarding special occasions when a varied lock up time may be necessary
- Respond to fire, intruder or panic alarms as and when necessary
- Complete all necessary paper work in a timely manner, as dictated by the Facilities Manager
- Assist the Maintenance and Front of House teams as and when necessary
- Inspect and drive the School Mini-Bus, MPV or Van as and when necessary

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Experience in a similar role
- Full, clean driving licence and own transport
- Reliable, flexible and trustworthy
- Ability to keep calm in an emergency situation and think on your feet
- Team player, but able to work alone and unsupervised
- Friendly and approachable manner
- Good written and verbal English
- Be physically able to lift and carry boxes, patrol the site on foot (including steps)
- Confident entering and leaving Richmond Park outside normal park opening hours, for which a gate key will be supplied
- Empathy with and commitment to the aims and ethos of the School

DESIRABLE CRITERIA

- Flexibility to occasionally start earlier and cover any staff absence
- Previous experience of working in a school / educational environment

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School, we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.