



TONBRIDGE
SCHOOL

FACILITIES PORTER

Full time, all year round



THE DEPARTMENT AND POST

The Facilities Team plays a key role in ensuring the smooth and efficient operation of Tonbridge School's estate, providing essential front-line support to both academic and support departments at all times of day.

Reporting to the Deputy Facilities Manager, the Facilities Porter is responsible for delivering a responsive, high-quality service across the School site, supporting security, safety, and the day-to-day operational needs of staff and pupils.

Facilities Porters act as a visible and approachable presence on site, working closely with Reception and the wider staff to support pupil welfare and operational requirements. The role also involves a wide range of practical and logistical duties, including setting up rooms and event spaces, moving furniture and equipment, and assisting with traffic control. Facilities Porters contribute flexibly to the needs of the School, working across its 150-acre campus to ensure that facilities are well-prepared, safe, and fit for purpose.

Tonbridge School's campus comprises a mix of historic and modern buildings, boarding and day houses, and specialist facilities including a Sports Centre, Medical Centre, Theatre, and Chapel. The Facilities Porter plays an important part in ensuring that these environments remain safe, welcoming, and effectively maintained for staff, pupils, and visitors.



JOB DESCRIPTION

Job Title	Facilities Porter
Reporting to	Facilities Manager
Main Purpose	To support the safe and efficient day-to-day operation of the School site.

MAIN DUTIES

Security & Site Safety:

- Providing a physical presence around the School campus and other designated areas.
- Securing/locking up buildings, classrooms and departments at the close of the School day.
- Unlocking buildings, classrooms and departments ready for the start of the School day.
- Patrolling the main School site and perimeter buildings/locations, where appropriate on foot or in a vehicle.
- Responding to emergency situations, alerting Police and emergency services to incidents as appropriate.
- Supporting emergency procedures, e.g. evacuations, as required.
- Liaising with local Police when in attendance.

School Support:

- Assist with the furnishing, arrangement and re-arrangement of all classrooms and public rooms to meet the requirements of the School calendar as directed by the Head Porter.
- Assistance and support with events taking place in the School including car parking.
- Cleaning and maintaining the fleet of minibuses (non-mechanical).
- Transporting laundry to and from Boarding Houses and departments.
- Delivery and collection of parcels / various goods / internal mail.
- General portering for School departments.
- Control of particular refuse and recycling to ensure the School campus is safe, tidy and presentable.
- Responding to emergency situations as appropriate.

General:

- To undertake any other duties as may be reasonably required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. 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 or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Essential Skills and Experience

- Previous experience in a facilities based role.

- A good level of physical fitness.
- Able to act swiftly and calmly in emergency situations.
- Ability to work on own initiative.
- Holder of a current Driving Licence is essential.

Desirable Skills and Experience

- Previous experience working in a school or boarding school environment.
- SIA Licence/Door Supervisor level would be an advantage but is not essential.
- Trained in Manual Handling; COSHH; First Aid, PASMA (training will be provided as appropriate).
- Minibus driving qualification (D1).
- Basic maintenance or DIY skills.
- Confident decision-making skills.
- Able to work under pressure, managing competing priorities and producing and delivering pragmatic solutions.
- Able to respond flexibly and adapt to changing and challenging circumstances.
- Able and willing to embed the Schools values in all aspects of day-to-day operations.

Personal Attributes

- Team player with willingness to support others in their roles.
- Good communication and interpersonal skills.
- Confident and positive with a flexible approach to working.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.
- Organised and methodical.

HOURS OF WORK

This is a full-time all year-round post, based on an average of 37.9 hours per week. There is a 7-weekly shift rota in operation comprising day, late and on-call duties to provide 24 hours a day cover, 365 days a year.

This post is required to be part of the on-call rota. The rotating shift system in operation includes the following shift patterns:

On-Call	0000-0600 = 6 hrs On-Call = 6 hours paid
Early	0600-1500 = 9 hrs duty shift a 1 hour unpaid meal break = 8 hours paid
Day	0800-1700 = 9 hrs duty shift with a 1 hour unpaid meal break = 8 hours paid
Late	1600-0000 = 8 hrs duty shift with a 1 hour paid meal break = 8 hours paid

REMUNERATION AND BENEFITS

An annual salary of £32,557.62, plus benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at
<https://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Friday 10 July 2026 at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



