



THE **Leys**
CAMBRIDGE



**SUPPORT
STAFF**

candidate information

School & Events Porter

Full Time | Permanent Post | Starting September

Salary £26,584 per annum

We are looking for an enthusiastic School & Events Porter to support all our Academic & Operational Departments within the school as a Porter, and assist the Events team with set-up/clear-down requirements across the whole school site.

You will be essential to the efficient and safe running of the school site, and play a key role in the successful delivery of both internal and external events within the school.

This role is one of the first points of contact for supporting the school operationally and we are looking for a friendly, responsible and enthusiastic team member to join our school community.

Applicants should possess a positive, confident approach with the ability to respond promptly and effectively to enquiries and deliver high levels of customer service.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.



Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we are midway through an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at A Level and close to best at GCSE. At A Level 62.2% of results were graded A or A*, and 87% A*-B, and at GCSE almost 50% of results were grade 9 or 8. The school uses value added as an important measure of success and we are delighted that all our 2024 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.



The Post

School & Events Porter – Working Hours

This role is offered as an annualised hours contract totalling 1950 hours over the year.

An annualised hours contract is an agreement where an employee's total working hours for the year are specified, but the distribution of those hours throughout the year changes depending on the needs of the School. Instead of a fixed weekly schedule throughout the year, employees will work more during peak periods and less during quieter times. This allows for greater flexibility to manage workloads and work-life balance.

The working pattern for this role is detailed on the next page.

Please note:

Additional Requirements

- There may be a requirement to work additional hours for special events or operational needs, with advance notice.
- There will also be a requirement to work up to four Sundays per year to assist with the set-up and clear-down of exam rooms. These hours will be compensated with Time Off in Lieu (TOIL).

Dates	Working Days & Breaks	Hours
<p>During Term time</p> <p>See current term dates here</p>	<p>Monday to Friday (8.5 hours per day):</p> <p>06.45 - 15.45</p> <p>(with 30-minute unpaid lunch break and two 15-minute paid tea breaks (am and pm))</p> <p>Alternate Saturdays (14 per year):</p> <p>06.45 - 10.45</p> <p>(one 15-minute paid tea break am)</p>	<p>1445 hours</p> <p>56 hours</p>
<p>During school closure periods (15 weeks per year)</p>	<p>4 days per week (22 hours per week):</p> <p>Typically, 06.45 - 12.15</p> <p>(with one 20-minute paid team break (am))</p>	<p>330 hours</p>
<p>3 Weeks (Bell Language School and Preparation for New Term)</p>	<p>Monday - Friday:</p> <p>06.45 - 14.45</p> <p>(30-minute unpaid lunch break, Two 15-minute paid tea breaks (am and pm))</p> <p>Plus reduced working hours of up to 3 hours in total over this period</p>	<p>109.5 hours</p>
<p>Speech Day & Bell School Sunday</p>	<p>Usually the last Saturday in June (Speech Day) 07.00 - 13.00 (one 30-minute unpaid lunch break)</p> <p>Usually the last Sunday in June (Bell School) 07.00 - 11.00 with one 15-minute paid tea break am)</p>	<p>5.5 hours</p> <p>4 hours</p> <p>Total Annual hours 1950</p>

The Post

Main purpose of the role

To provide portering support to all Academic and Support Departments, including the set-up and clear-down of events across key areas such as the Great Hall, Music School, Old Gym, James Hilton Room, Sports Centre, and other school premises - both during term time and throughout the school holidays.

Main duties and responsibilities

- Work closely with the existing porter to complete daily operational tasks efficiently and collaboratively.
- Set up and clear down event spaces in line with a busy and varied events calendar.
- Carry out regular litter collection and recycling duties to maintain a clean and sustainable school environment.
- Assist with the delivery of bread, milk, snacks, and spreads to the Boarding Houses.
- Distribute parcels and internal deliveries efficiently across the school site.
- Undertake off-site errands and collections on behalf of the school as required.
- Install and remove directional signage across the campus as needed.
- Relocate furniture and equipment around the school site in response to operational requirements.
- Support the general security of school property and buildings, reporting any concerns promptly.
- Assist in the coordination and execution of school fire drills, ensuring procedures are followed safely and effectively.
- Serve as a parking marshal during school events and special occasions, ensuring smooth traffic flow and safety.
- Confidently and safely drive a range of school vehicles, including the school truck, as part of daily duties. Relevant training provided.
- Clean school minibuses and transport them to local garages for scheduled servicing or MOTs.
- Act as the on-site customer contact during commercial lettings, delivering excellent customer service.
- Perform general cleaning and undertake basic maintenance tasks as needed.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times to the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Events Manager, Director of Events & Domestic Services, Head/Bursar, or other senior member of SMT as appropriate.

Person Specification

Criteria	Essential	Desirable
Qualifications	Numerate with basic literacy and fluent spoken English	Basic Health & Safety certificate Customer Service qualification
Experience		Previous experience in a similar portering role in a School, College or University environment
Skills	Awareness of effective Manual Handling techniques. Good organisational skills. Able to effectively communicate to others. Team player. Good time management skills Clean driving licence	Able to effectively manage multiple requests
Other	Saturday working & the occasional Sunday working required. A good level of physical fitness and comfortable with a role that involves frequent lifting and activity	

How to *Apply*

How to apply:

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by 09.00 am on Wednesday 16 July 2025. Interviews will be held on 7 & 8 August 2025.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**
C A M B R I D G E