KING'S COLLEGE SCHOOL
WIMBLEDON



PORTER (fixed-term)



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

King's is one of the most successful schools in the world, and our community is a special place to teach, work and learn. Educating over 1,500 pupils, we currently welcome boys aged 7-18 and girls aged 16-18, and we are excited to be extending co-education throughout the King's community from 2029. Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do. Located in a peaceful part of London, opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons, within minutes of central London and just a short walk from Wimbledon Village and the home of lawn tennis, we are fortunate to enjoy a green and well-resourced campus.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact in the world.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer, and we were delighted to be the highest placed independent co-educational day school and Independent International Baccalaureate School of the Year in The Sunday Times Parent Power 2025.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to ensuring that ours is a community where each individual feels that they can belong, are central to our ethos. Likewise, we share a deep commitment to the co-curriculum, which enables our pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years represent an exciting time for King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029. Over the coming decade, we are extending co-education throughout King's so that any young person will have the opportunity to flourish here. With the relocation of our Junior School to a new world-class campus on The Downs, we plan to transform our main campus over the coming years, further enhancing our facilities to extend the opportunities on offer to our pupils and communities. Likewise, as the world changes around us, we are constantly considering how we can best enable our pupils to create their futures. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

We are seeking to appoint a porter on a fixed term basis to join our team of porters at King's from October 2026.

You will be part of a team of porters, covering the day, evening and weekend shifts. This post is part of the day team, which requires working on a shift pattern, and is a varied role with a range of responsibilities.

Key tasks and responsibilities:

Portering

- moving furniture and setting up rooms for meetings, functions, examinations etc
- placement of display boards as directed by the Resource departmentand dismantling of boards at end of the event
- accepting deliveries/post and distributing these to the correct recipients, school-related post only
- dealing with incoming, outgoing and internal mail
- reporting any misuse of School buildings or equipment
- reporting the improper parking of cars and deal with vehicles parked without permission
- traffic management on site as required along with surrounding roads
- collecting up of lost property
- dealing with enquiries either at the Porters' Office, by email or via telephone
- any other portering duties as directed by the Head or Deputy Head Porter

Security

- opening various parts of the premises each day at the stated times
- locking and securing premises if last porter on duty
- dealing with members of the public (e.g. school fixtures)
- investigating and reporting any security alerts, contacting the emergency services if required
- assisting with security situations
- issuing of keys and security badges as appropriate
- monitoring CCTV equipment

Health and Safety

- reporting without delay all hazards or damage discovered inside or outside buildings
- reporting repair requests to the Maintenance or Site Condition teams
- assisting with emergency situations, particularly fire alarms, following the correct
- procedures
- acting as a Fire Marshal when required
- carry out building checks as part of school evacuation procedure



THE PERSON

The ideal candidate would:

- have some previous experience in a similar role
- be self-motivated but also able to work productively as part of a team
- have the ability to communicate well and liaise with members of staff at all levels, as well as pupils, parents and visitors, plus a wide range of tradespeople and contractors
- display common sense, tact and discretion
- be able to take control in cases of emergencies
- be physically fit and able to move furniture and carry heavy packages as part of a normal day's work
- have basic IT skills

TERMS AND CONDITIONS

- Start date: October 2026
- Fixed-term contract (6 months)
- Start date 16/10/26 end date 16/04/2027
- 42.5 hours per week, 7.30am - 4.30pm with half an hour lunch break
- Salary: competitive



HOW TO APPLY

Closing date: Friday 3rd July 2026 at 9am

Interviews: week commencing 6th July 2026

To apply for this role, please register your details online via our website **www.kcs.org.uk** (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form which includes a covering letter.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role.The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests.

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

Interview arrangements will be confirmed prior to interview.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.

We are happy to reimburse reasonable travel expenses..



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a "can-do" attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution
- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

- Mr Dixon
IT Helpdesk Manager



"My experience of working at King's has been overwhelmingly positive. It is a beautiful place to work, but it is the people who really make it special. I have found all of the staff to be warm, friendly and incredibly aspirational for the pupils and the school. ."

- Mrs Beverley Hunter
Bursaries and Access Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload. "

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

- Mr Laska
Porter



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: https://www.kcs.org.uk/safeguarding-at-kings. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with ***Keeping Children Safe in Education***)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair accessible interview room or alternative format of assessment papers such as audible, Braille or large print versions.



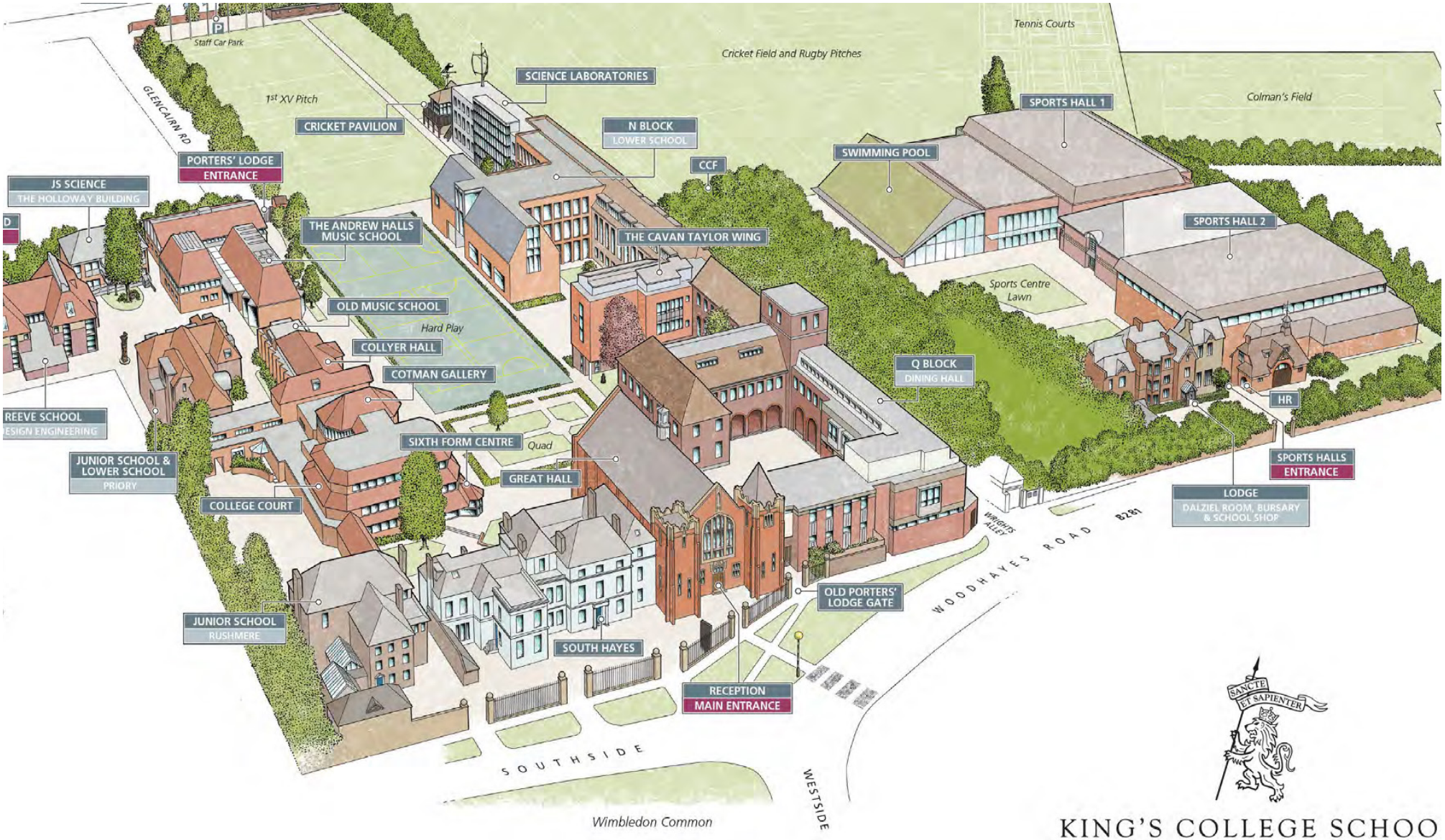
LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.


Staff Car Park
Tennis Courts
Cricket Field and Rugby Pitches
1st XV Pitch
Colman's Field
GLENCAIRN RD
SCIENCE LABORATORIES
CRICKET PAVILION
N BLOCK
LOWER SCHOOL
SPORTS HALL 1
PORTERS' LODGE
ENTRANCE
SWIMMING POOL
CCF
JS SCIENCE
THE HOLLOWAY BUILDING
THE ANDREW HALLS MUSIC SCHOOL
THE CAVAN TAYLOR WING
SPORTS HALL 2
Sports Centre Lawn
OLD MUSIC SCHOOL
Hard Play
COLLYER HALL
COTMAN GALLERY
Q BLOCK
DINING HALL
HR
REEVE SCHOOL
ESIGN ENGINEERING
SIXTH FORM CENTRE
Quad
SPORTS HALLS
ENTRANCE
JUNIOR SCHOOL &
LOWER SCHOOL
PRIORY
GREAT HALL
LODGE
DALZIEL ROOM, BURSARY
& SCHOOL SHOP
COLLEGE COURT
WRIGHTS ALLEY
B281
WOODHAYES ROAD
OLD PORTERS' LODGE GATE
JUNIOR SCHOOL
RUSHMERE
SOUTH HAYES
RECEPTION
MAIN ENTRANCE
SOUTHSIDE
WESTSIDE
Wimbledon Common
SANCTE ET SAPIENTER
KING'S COLLEGE SCHOO
WIMBLEDON

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