



Job Description:

Job Title:	Security Officer/School Keeper
Hours:	Full time, 52 weeks, Tuesdays - Saturdays. Core hours 9am - 3pm.
Salary:	Competitive and commensurate with skills and experience
Reports to:	Facilities and Estates Manager.

Scope of role

This role incorporates dual responsibilities for the security of the premises during term time and the maintenance and school keeping during school holidays.

The prime responsibility is to enable the educational and other work of the School to proceed in a safe and secure environment in accordance with the School's Health & Safety policy and appropriate Codes of Practice. Duties and tasks are to be carried out subject to the reasonable direction of Facilities and Estates Manager.

Main responsibilities

Security- Term Time

- Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances
- Monitor entrance and departure of employees, visitors, and students to guard against theft and maintain security of premises.
- Raise irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences to the Residential Security Officer in a timely manner.
- Call police/ambulance/fire services in cases of emergency, such as fire or presence of unauthorized persons or injury.

- Assist and support decisions and solving problems through analysing information and evaluating results to choose the best solution and solve problems alongside the Residential Security Officer.
- Communicating with colleagues, providing information by telephone, in written form, e-mail, or in person.
- Assisting and Caring for Others -- Providing personal assistance, medical attention, emotional support, or other personal care to others such as co-workers, customers, or patients.
- To be aware of security generally and to make appropriate checks whilst on duty and to undertake such other duties as may reasonably fall within the purview of the post.
- To assist with school keeping if required, as directed by the Facilities and Estates Manager.

School Keeping- Holidays/School Closures

- To report to the Head School Keeper any defects and if appropriate to undertake emergency repairs to buildings, furniture and equipment. This also includes the regular checking of all fire-fighting, alarm systems and emergency lighting and ensuring that all hoses and extinguishers are maintained and in the correct position
- Adhere to school locking up procedures and guidance.
- To ensure the prompt and efficient movement of furniture and equipment within the site and / or to offsite locations for special events as directed by the Head School Keeper.
- To undertake DIY-type tasks and such other duties as may reasonably fall within the purview of the post.
- To assist with security if required, as directed by the Facilities and Estates Manager.

Concierge Service- All Year Round

- Deliver excellent and professional customer service, at all times
- Assist in keeping the school reception area clean and tidy, at all times
- Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
- Fulfil all reasonable requests from event organisers, visitors and staff to ensure their comfort, satisfaction and safety
- Conduct regular security checks and report any security issues to line manager
- Report any maintenance issues immediately including all furniture, fittings and equipment
- Be responsible for evacuation, in cases of emergency, acting as first point of contact for guests and the emergency services

Overall

- To act as a Fire Marshall for the school
- To promote energy conservation
- Drive the schools vehicles as directed, as and when required.
- To ensure that all aspects of the School and Departmental Health & Safety Policies are adhered to.

Key skills and experience:

Essential

- SIA trained and qualified
- Significant security background and experience.
- Knowledge and understanding of Health and Safety at Work Act 1974 and practical application.
- Ability to work effectively, supportive within a team and independently.
- Flexible, self-motivated, proactive and able to use own initiative.
- Clean driving license
- Able remain calm under pressure and in critical situations.
- Good interpersonal skills and able to communicate and work with all levels of staff/colleagues within the School.
- Good written and verbal communication skills.
- Competent at using computer and Microsoft applications i.e. Outlook, word.
- Willingness to continue to develop, learn and undertake CPD.

Desirable

- Previous experience of school environment.

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.