



Security Manager Job Description

Reporting to:

Director of Estates

Type of position:

Full time working throughout the year

The College

Epsom College is an inspiring place to work, renowned for delivering an excellent all-round education to 1,100 girls and boys aged 11-18. We are proud to have been judged 'Independent School of the Year 2023' and named by *The Sunday Times* as the "UK's Most Improved School" in its 2024 Parent Power league tables.

The College has grown significantly in the past six years, with pupil numbers rising 38% as the result of the opening of our Lower School in 2016, and strong growth throughout the rest of the College. We admit pupils into Years 7, 9, and 12, with an average of five applicants for every space.

Epsom is a happy school. The College values of kindness, ambition and integrity are at heart of all that we do. Almost all our pupils remain with us for their A-levels, and staff retention is equally strong. Around 60% of staff live onsite, which lends the College a sense of community and togetherness.

From 8am until 6pm, our 72-acre campus is alive with learning; academic lessons also take place on Saturday mornings meaning that pupils have time each day to learn and develop outside the classroom. Our co-curricular programme – which features a vast array of clubs, societies and activities each week – is award-winning (picking up the 'Best of the Best' accolade from The Week for six consecutive years); our CCF is one of the largest in the UK; and our Duke of Edinburgh programme currently has over 100 pupils completing their Gold or Silver award.

In addition, our timetable features wellbeing lessons, an award-winning Personal Social Development offering, and an hour each week for volunteering in the community. Last year Epsom pupils gave 8,500 hours of their time to help local charities, schools, and community groups.

When pupils aren't busy with all of the above, they can relax and catch up with friends in their House. We have 13 single-sex Houses for all our pupils from Year 9 upwards (whether they are day pupils or boarders). This combination of single sex accommodation within a co-ed environment provides pupils with the best of both worlds.

The fact our Houses are physical buildings, where pupils can step through the door into a space that's entirely their own, is key to the success of our pastoral programme. The Carnegie Centre for Excellence in Mental Health in Schools honoured us with their Gold Award – making us one of just four UK boarding schools to receive their top accolade – and in 2023 we were judged Independent School of the Year for Student Wellbeing.

COLLEGE ROAD, EPSOM, SURREY, KT17 4JQ
01372 821000 INFO@EPSOMCOLLEGE.ORG.UK EPSOMCOLLEGE.ORG.UK

COMPANY LIMITED BY GUARANTEE. REGISTERED IN ENGLAND № 4009200. REGISTERED OFFICE AT EPSOM COLLEGE.
REGISTERED AS A CHARITY № 312046. ADMISSIONS@EPSOMCOLLEGE.ORG.UK

Sport is central to the College. Last year, we won national titles in Squash, Tennis, Rugby and Shooting; and reached the national finals in Hockey, Golf and Swimming. Over 22 sports are offered to our pupils, and the aim is to encourage participation for all – we regularly field D and E teams, and see an average of 90% of pupils playing competitive fixtures.

Our focus on delivering an all-round education that develops the whole child, is regularly celebrated. In the past four years, in both the TES and Independent School of the Year Awards, we have been a finalist in the categories of Boarding School of The Year, Co-Ed School of the Year, SLT of the Year, Creativity in Teaching, Student Wellbeing, Community Initiative, and Sporting Achievement.

It is an exciting time to be joining the College, with Mark Lascelles taking up the Headship from September 2024.

We hope that you will want to come and join the fantastic teachers and support staff who work here.

The Role

We are seeking a highly capable security manager to become a key member of the Epsom College community and develop and implement our site security strategy and operations.

You will be creating and implementing security policies and procedures, advising on security budgets, as well as recruiting, coordinating and managing security staff.

A successful security manager will possess extensive knowledge of surveillance techniques and have experience in a similar role, resulting in a safe and well protected environment.

Key responsibilities

- Develop, implement, and manage security policies, procedures, and protocols to protect all school assets, employees, and customers.
- Carry out all responsibilities in line with safeguarding protocols and procedures.
- Conduct risk assessments, threat analyses, and security audits to identify vulnerabilities and mitigate risks.
- Implement and maintain physical security measures, such as access controls, surveillance systems, and alarm systems, to prevent unauthorized access and ensure safety.
- Coordinate with external security agencies, law enforcement, and regulatory authorities to address security incidents, emergencies, and investigations.
- Train and educate employees on security protocols, emergency procedures, and crisis management to enhance security awareness and preparedness.
- Monitor security operations, including patrols, inspections, and incident response, to ensure compliance with policies and standards.
- Respond to security incidents, breaches, and emergencies in a timely and effective manner, following established protocols and procedures.
- Manage security personnel, contractors, and vendors, providing guidance, support, and performance feedback.
- Maintain accurate records of security incidents, investigations, and corrective actions taken to address security breaches and violations.
- Stay updated on security trends, technologies, and best practices to recommend and implement improvements to security programs and systems.
- Ensure that there is a response to all alarm calls – including fire.

- Alert the Bursar, Head and Second Master to any event that could be deemed a Critical Incident.
- Be a member of the Critical Incident Management Team as required.

Qualifications, Knowledge and Experience

Essential

- Recognised qualifications in Security Management, or related field; in date relevant certification.
- Proven experience in security management, law enforcement, or similar roles, with significant experience in a security leadership position.
- Strong understanding of security principles, practices, and technologies.
- Excellent leadership and team management skills.
- Analytical mindset with the ability to assess risks and develop mitigation strategies.
- Excellent communication and interpersonal abilities.
- Crisis management and problem-solving skills.
- Experienced in de-escalation
- Integrity and professionalism in handling sensitive security information.
- Adaptability and flexibility in responding to security incidents and emergencies.
- Proficiency in security management software, surveillance systems, and Microsoft Office.
- A strong understanding of safeguarding children and vulnerable adults

Desirable

- Experience of working within a School/education environment
- Experience and qualifications in safeguarding children and vulnerable adults
- An up-to-date first aid qualification
- An up-to-date mental health first aid qualification
- An understanding of current and potential legislation with regard to security management as well as a safeguarding environment (such as the Protect Duty)

In order to arrive at a decision, the selection panel may enhance any or all of the desirable criteria.

Terms and Conditions

Hours: This is a full time role working throughout the year. The minimum hours per week will be 45, with such additional hours as are reasonably necessary to fulfil the requirements of the role. Normal office hours are based around the school day of 8am to 6pm. As this is a new role, in addition the Security Manager will be required to attend College outside of these hours including weekends, particularly when implementing new security arrangements.

Salary: Salary for the full time post will be £45,000 per annum, reviewed annually, and paid monthly in arrears on 25th of the month.

Holidays: The holiday entitlement is 28 days paid holiday per annum including bank holidays increasing one day per year up to a maximum of 33 days per annum including bank holidays.

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary at no cost to the employee;

Private Health Plan: The College offers private health cover to staff subject to a qualifying conditions.

Employee assistance programme: this including free counselling service to employees and close family.

School Fee Discount: Generous school fee discount available subject to qualifying conditions;

Dining Facilities and Refreshments: Whilst at work a free meal and refreshments are available when the dining room is open;

Health Fitness and Wellbeing: Free use of Fitness suite and swimming pool are available to staff at certain times;

Cycle to Work: The College offers an interest free cycle to work loan subject to a qualifying conditions.

Parking: Free car parking for staff is available on campus;

Computer Loan: The College offers an interest free computer loan subject to a qualifying conditions.

Offer of Post:

In compliance with safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

Method of Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk To comply with safeguarding procedures when working in a school, CVs cannot be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website. Applicants are welcome to contact the Director of Estate for an informal chat/further information Andrew.Buckle@epsomcollege.org.uk

Applications will be assessed in order of receipt and interviews and subsequent offer of employment may occur at any stage after applications are received. We invite interested candidates to apply as soon as possible.

Closing date for receipt of applications **9am, 30th August 2024**