



JOB DESCRIPTION

Security Manager

Department	Operations
Line Manager	Facilities Manager

Role:

St Paul's is one of the UK's leading independent schools offering an outstanding all-round education for gifted boys aged 7-18. Based on an impressive 45-acre site in Barnes, London, St Paul's School has been educating young scholars for over 500 years.

We are seeking to appoint an experienced Security Manager to take a lead role in the management of security across the whole school campus. Reporting directly to the facilities manager, you will be responsible for a team of security officers and nightwatchmen.

As the first point of contact for all that enter the school site, you and your team will be professional, diplomatic, authoritative and smart at all times, fostering a security/safety first approach to all that we do. You will be accountable for preparing and delivering against the security budget, health and safety and the day-to-day operations of the security team.

You will be a strategic thinker, capable of reviewing our current security processes and making recommendations for their improvement, a strong bias towards constant process improvement is a must. Experience of security audits and implementation of actions is desirable.

Main duties and responsibilities:

By the nature of the responsibility, the following list is not exhaustive, but is a guideline as to the main requirements of the role. The Security Manager must be willing and flexible, prepared to carry out reasonable tasks not necessarily covered within this Job Description.

Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding and Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Line management and operational management

- Plan and manage the day-to-day operations of the Security Team and events taking place throughout the day and evening



- Line-manage the Security team (Security Officers) including:
 - Arranging security training as and when required
 - Preparation of monthly overtime sheet(s)
 - Carry out performance reviews
 - Management of absenteeism
 - Allocate duties and tasks
- Plan and manage working rotas
- Manage Security operations budget and inform Facilities Manager about overtime and other expenditure
- Monitor and manage the effective use of intruder and fire alarms and entry systems across the School alongside the Head Porter
- Monitor and manage the school's deliveries and courier visit throughout the day
- Collaborate with department managers to determine security needs
- Strong leadership and organisational abilities
- Monitor and record security budget and document processes

Security and Emergency

- Gathering security intelligence and implementing preventive measures
- Coordinating responses to emergencies and alarms, as well as compiling incident reports
- Act as a Fire Marshal for the School
- Preparing surveillance equipment maintenance schedules and facilitating repairs in a timely manner
- Availability to respond to security alerts outside of business hours
- Extensive site patrols on foot or bike

Access and escorting

- Liaise with all outside contractors and lets on site, as well as Police, Fire Brigade etc as necessary
- Deal with tradesmen (meter readers, repair men etc) and delivery persons. To check their identity and to ensure that they are supervised by yourself or another member of the school's staff for the entire duration of their visit.
- Produce key fobs/access cards for staff and pupils.

Pupils

- All members of staff (in both teaching and support roles) need to be aware of the expected standards of behaviour for pupils and to challenge pupils whose behaviour falls short of these expected standards
- Assist pupils with their effects at holiday times and all other times as may be reasonably expected

Reporting

- Working together with the Facilities manager and other relevant parties be responsible for the recording and record maintenance of the Health and Safety matters (incidents/accidents/hazards etc)
- Ensure that the identification issues reported by Security team staff are reported in a timely and efficient manner
- Produce management reports to Facilities Manager as and when requested
- Identify and report maintenance and repair jobs to the Estates department (verbally, helpdesk etc.)



General Duties

- Provide annual leave cover to Security team
- Be able to apply effective troubleshooting skills
- Liaise with Site services, Cleaning and Catering departments over specific requests as and when required
- Provide security support for events and activities, including escorting etc
- Undertake any other reasonable duties as directed by the Facilities Manager and Director of Operations, including other reasonable ad-hoc duties

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Personal Profile:

- Previous experience in a similar role is essential. There will be a lot of learning on the job and many aspects will be specifically tailored to the post.
- Crucially, the right individual will be the one willing to learn and make the job their own in a way that ensures that an efficient and effective service is delivered at all times.

Essential Experience:

- Strong communications skills
- Previous experience working in a security related function
- Strong customer service skills with minimum 2 years' experience in a customer service role
- Computer literate with a good command of MS Office, Adobe and web packages)
- Can work flexible hours & be available for on-call duties
- Strong troubleshooting skills
- Be prepared to undertake relevant Health and Safety training
- Physically fit
- Experience of working under pressure and to tight deadlines
- GCSE grade C or equivalent in Maths and English.

Desirable Skills:

- Management of a security team
- Experience in conflict management
- Experience of operating iSAMS or similar school management systems.
- SIA Qualification, NEBOSH, First Aid at Work, Paediatric First Aid

Background and Terms of Employment

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. The quality of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. St Paul's embraces diversity, inclusivity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, personalities and skills.

St Paul's School Vacancies



We hope that working at St Paul's might be right for you. The atmosphere is relaxed, friendly, supportive and purposeful. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff and personal professional development for all staff is a high priority.

Hours of work

40 hours per week Monday – Sunday rota of 5 days per week and 2 days off. Shifts based on rota; flexible working hours required.

Working Relationships

The Security Manager has a day to day working relationship with all School Departments (Academic and Support) and is required to co-operate fully with all members of their staff.

Training

The Security Manager may, from time to time, be required to undergo training relevant to the Key Objectives and responsibilities above or related functions. Such training may be residential. The cost of the training and reasonable expenses (which must be approved in advance by the Facilities Manager) will be borne by the school.

Holidays

25 days plus 8 Bank Holidays per annum. Annual leave should usually be taken during School holidays (Term dates can be found [here](#)).

NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days; however, this is non-contractual and does not affect annual leave entitlement.

Salary

Competitive plus benefits.

Benefits

- 25 days of annual leave plus 8 UK Bank Holidays. After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.
- A generous Stakeholder pension scheme.
- Death in Service Benefit.
- Free daily hot lunches including vegetarian options, bistro dishes, soup and salad bar, and hot drinks and snacks supplied throughout the day.
- Employee bicycle scheme, where a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500. Bike mechanic visits site regularly to maintain the bicycles.
- Use of sports facilities, including swimming pool, gym and staff changing rooms and showers.

St Paul's School Vacancies



- Employee Assistance Programme – An independent, free and confidential advice service that can offer both practical advice and support on topics such as Debt & Finance Support, Legal and Tax Advice, Family Care and Mind and Body Support.
- Free parking on site.
- Policy for funding external professional development.
- Access to school counsellors, doctor and physiotherapist.
- Annual flu vaccination.
- After one years' service, part remission of tuition fees for children of employees (subject to competitive entry procedures). Please note this is not a contractual entitlement and the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Reimbursement for costs of eye-sight tests and contributions towards glasses for VDU work.
- State-of-the-art buildings, and a large and comfortable Staff Room.