**Security Officer**

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| Job title: | **Security Officer** |
| Location: | Emanuel School, Battersea Rise, London, SW11 1HS |
| Job purpose: | The Security Officer role is a key position to ensure the safety and wellbeing of everyone site. You will assist with following visitor procedures, car park management and general admin duties related to the post. You will be a welcoming and polite presence as the first point of contact for visitors to the school. The role also requires you to lock the school and set the alarms each night. |
| Reporting line: | Deputy Estates Director |
| Hours: | Monday to Friday, 1.30pm – 10.30pm in term time, 12.30pm – 9.30pm in school holidays. The role requires flexibility to accommodate school events and for any additional hours overtime will be paid. |
| Salary: | £29,672.24 per annum. |
| Benefits: | * A generous annual leave allowance (pro rata of 33 days plus UK bank holidays) * Defined pension contribution scheme, with up to 14% employer contribution and life insurance cover. * The school operates salary exchange, and any employer National Insurance savings are passed back to staff as an additional pension contribution * Free lunches * Simply Health healthcare plan, including flu jabs, online GP service and counselling * Discounts in local shops, restaurants and businesses * Season ticket loans and ride to work scheme * Training and development support |
| Closing date: | 1st August |
|  | ***Do note that interviews may be held at any stage after applications are received, so candidates are advised to apply as soon as possible.*** |

**Key Responsibilities and Accountabilities**

***Primary Responsibilities:***

1. Signing in and out of all visitors, adhering to the schools policies and procedures
2. Stop unauthorised entry to the school site.
3. Ensuring the Security of the site by observing and using the schools CCTV system.
4. Manage access to the schools car parking facilities, ensuring only authorised vehicles can park.
5. Maintain accurate records of all visitors on site and ensuring the correct minibus paperwork gets handed over.
6. Work with various emergency services in the event of a incident.
7. Be on call out register for intruder alarm activations.
8. Assist with traffic management and cones and pupil leaving time.
9. Record the delivery of all post and parcels using the appropriate delivery log.
10. Assist with management of school contractors
11. Oversee the arrival and departure of students throughout the school day, ensuring

***Other***

1. Playing an active and full part in the life of the school community.
2. Complying with relevant Emanuel policies and procedures, including safeguarding procedures, at all times.
3. Undertaking any other task requested by the line manager or a senior colleague that is within the individual’s abilities.

***This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the deputy head, headmaster or senior colleague may require from time to time.***

**Person Specification**

The attributes below give an indication of the type of person who may succeed in this role. However, we always consider positively people with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills and experience that you bring would help you to achieve this important role, whatever your prior experience**.**

|  | **Essential** | **Desirable** |
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| Qualifications/  Knowledge | * Health & Safety knowledge * Hold an SIA License or willingness to undertake the necessary training. | * First Aid certificate * Understanding of safeguarding * Full, clean driving licence * Customer service/conflict management experience |
| Experience | * Experience working within a busy environment * Comfortable using a PC and Microsoft Office | * Experience of working within a estates or education setting |
| Skills/ Competencies | * Good problem solving skills and ability to use initiative in challenging situations * Excellent interpersonal skills with the ability to relate well to all people * Good written and spoken English and the ability to communicate clearly in a professional manner * Willingness to be flexible and pragmatic when things change * Self-motivated and robust when challenged. * Physically fit and able to undertake manual tasks as required * Commitment to safety culture for young people | * Ability to remain calm under pressure and work to tight deadlines, managing competing priorities. |

*Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.*