



ALLEYN'S

Appointment of
Security Guard

Full time, all year round
Information for Applicants



About The Role

The duty of the Security Guard is to assist the Security Manager in providing a comprehensive School-site security service, so as to maintain a safe and secure environment for all those who attend, work at or visit the School.

The Security Guard may also be required to conduct the duties of the Concierge during periods of cover or absence. We anticipate the split of role to be 75% Security Guard, and 25% Concierge.

Main Responsibilities:

- Take part in routines for unlocking, opening, closing, and locking the external and internal doors and windows of the School buildings and gates to the School sites as required, including activating and de-activating the intruder alarm systems.
- Always keep vigilant, patrolling the site during the hours of duty and acting on any matters seen which relate to security or safety.
- Deputising for the Concierge during breaks and periods of cover, undertaking all their duties during this time (see separate job description).
- Ensure that all visitors to the site identify themselves when asked and carry an identifying visitor pass.
- Ensure that all intruders are dealt with adequately in accordance with School practice.
- Patrol Townley Road, Hillsboro Road and East Dulwich Grove between the hours of 15:30 and 16:30 on school days to provide a reassuring presence to members of the Alleen's community, alongside ensuring the good behaviour of our school coaches, parents and other parties.
- Act as a Fire Marshal for the School, receiving full training in the operation of the fire panel and dealing with emergency services.
- To provide first aid out of hours when the main school first aid service is not operational.
- Summon appropriate assistance (including calling the police) in dealing with intruders and evict people as directed.
- Patrol the external routes and coach bays before and after School, providing a visible presence for pupils, parents, and wider community.
- Where necessary, liaise with coach drivers who are not following local parking regulations, reporting back to the Operations Manager where coaches are non-compliant.
- Operate the school's CCTV deterrent system for recording and detection of incidents.
- Report faults in alarm systems and areas of CCTV in a timely manner.
- Respond promptly to security-related incidents, including medical emergencies, accidents, or unauthorised access.
- Collaborate with security personnel or law enforcement agencies during emergencies or incidents.
- Accompany specialist or servicing contractors, giving them access to relevant parts of the site and ensuring that they comply with the school's Health and Safety and Security policies.
- Join other staff in taking pride in the appearance of the School. This will involve checking on and removing litter and other debris in the immediate vicinity of either of the entrance Lodges, pathways and outside the School gates. Especially outside school hours, the Security Guard is expected, like others, to pick up and bin any litter or debris encountered while on patrol.
- Notify the Security Manager of break-ins or thefts from the site immediately they are discovered.



- Move to the external storage racks provided any pupils' bags and belongings left around outside the School buildings, especially before evening events and at weekends to prevent theft and ensure the good presentation of the premises.
- Assist in controlling the car parking on the site including the operation of barriers.
- Work to shift patterns set by the School, which are subject to the changing needs from time to time of the School.
- Routinely perform a hand-over to other team members at the end of shift to pass on relevant information etc.
- During quiet periods of time (including holiday periods) aid the School's team of porters (with the full range of activities including set ups, movement of parcels and equipment and basic maintenance).
- At designated times only, to be based in either Townley Lodge or the Junior School Lodge, being responsible for providing a friendly welcome to visitors.

General:

- Be aware of the School's Health & Safety Policy;
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection;
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Security Manager, which are within the reasonable capability and responsibility of the Security Guard.

Line Management:

The Security Guard is supervised on a day to day basis by the Security Manager and is ultimately responsible to the Chief Operating Officer.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Person Specification

Applications are invited from enthusiastic individuals who are friendly, empathetic and diplomatic. Applicants should demonstrate excellent communication skills, with the ability to work flexibly in order to meet the needs of the school. The table below sets out the requirements for the role.

Education	A good secondary school level education.
Experience	Experience working in a similar capacity is desirable. Applicants should have or be willing to work towards their SIA licence. Ideally candidates will have experience of working in a school or experience of working with children.
ICT	Basic knowledge of ICT - can use e-mail and internet browser, basic functions on Word.
CPD	Willingness to learn new skills and develop.
Managing Relationships	Ability to assist and work well with colleagues. The successful applicant will enjoy being part of a team. Inevitably certain times of the academic year are pressured in the pattern of workload and it is important that the post holder is reliable and maintains a positive attitude.
1:1 Oral Communication Skills	Ability to communicate professionally in spoken English.
Group Oral Communication Skills	Ability to communicate professionally to a group of people.
Written Communication Skills	Ability to draft e-mails, letters etc to a professional standard.
Organisational Skills	Ability to follow general instructions (working closely with a manager/supervisor) and able to organise prioritise work on a day-to-day basis.
Time keeping & Flexibility	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the school.
Attention to detail	Good attention to detail, able to verify work is completed to the required standard.
Enthusiasm/Motivation	Enthusiastic and self-motivated, actively seeking to further the school's best interests.
Awareness of whole-School Activity	Awareness of activities taking place both within the Department and school wide.
Confidentiality & Discretion	An awareness that the role holders position regularly gives them access to information which cannot be shared externally or internally and an understanding of the importance of safeguarding data.
Analytical/Judgement skills	Ability to analyse data or use own judgement to determine the correct course of action.
Problem Solving Skills	Ability to solve problems that may significantly impact on others.



Working at Alleyn's

Terms and Conditions

The job is available on a full-time basis, all year round with four weeks holiday per year in addition to bank holidays (or time off in lieu) and a Christmas closure period, rising to 5 weeks after 5 years' service. The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The core hours will be 37.5 hours a week Wednesday to Sunday, excluding a 30-minute break for lunch. Wednesday, Thursday and Friday from 8am to 4pm, Saturday 11:30am to 7:30pm and Sunday 1:30pm to 9:30pm.

The salary will be £26,735 per annum, which will be paid over 12 monthly instalments.

The school offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Chief Operating Officer, Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is 9am on Monday 30 October 2023.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the COO and Security Manager. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
