



Security Operative

St John's CE Primary School

Permanent

2.5 hrs per week (30 minutes per day), 39 weeks per year

Scale 1 - £22,366 - £22,737 FTE (£1,282 - £1,303 Pro rata)

QEGSMAT are seeking to appoint an enthusiastic Security Operative to join our hardworking and high achieving team at St John's CE Primary School.

Our school is in the village of Wetley Rocks in between Leek, Cheadle and Stoke on Trent. Our semi-rural location and single-form entry means we are a smaller school catering for approx. 190 3-11 years. Our school was built in the late 1990's and we have recently invested in our outdoor areas, developing our Forest School provision and more recently our playground equipment.

Duties will include:

Responsibility for the security of the school premises; liaising with external contractors (such as Chubb Security) if required and locking the building at the end of each school day/evening.

The successful applicant will be hard working, enthusiastic and flexible with high standards. They will possess a 'can do' attitude and be willing to support the activities of the school as required. The ability to work with a range of people is essential and they must be able to act on own initiative, dealing with any unexpected problems that arise. Willingness to participate in further training and development opportunities offered by the school and QEGSMAT, to further develop knowledge and understanding of the role, are essential.

St John's Ce Primary School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's way we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 27.2% for Staffordshire support staff. With access to Teacher Pension Scheme employer contributions of 23.68% for Teachers.
- 22 days holiday rising up to 25 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01782 550309. Further details about our school can be found on our website: <https://www.st-johns-wetleyrocks.staffs.sch.uk/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: 7th January 2024

Interview date: W/C 15th January 2024

Salary: Scale 1 - £22,366 - £22,737 FTE (£1,282 - £1,303 Pro rata)

Potential Start date: ASAP



JOB DESCRIPTION – SECURITY OPERATIVE

Post Title: Security Operative

Reporting to: Headteacher

Responsible for: Out of hours keyholder responsibilities

Scale: Scale 1

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

Purpose:

- Maintain the security of the premises and its contents, including the operation of fire and burglar alarms and keyholder responsibilities out of hours as/when required.

MAIN DUTIES:

Security

1. Maintain security of the premises together with its contents, attend to the intruder alarms where applicable, liaise with and support the site manager to ensure the security of the premises is maintained when the building is not in operation.

Health and safety

1. Be aware of and adhere to all school policies and procedures on health and safety.
2. Be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. school's code of conduct, Equal opportunities policy, COSHH, data protection etc.
3. Ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.

Other responsibilities

1. Maintain all logs and appropriate records and actions in accordance with procedures.
2. Actively participate in any appropriate training when require



Person specific – Security Operative

Criteria	Essential	Desirable	Evidence
Qualifications		Relevant maintenance or trade qualification	Application/ Certificates
Experience		Previous caretaking experience	Application/ Interview
Skills	Ability to undertake manual handling tasks		Application/ Interview/Skills Test
Knowledge	Knowledge of health and safety legislation and good practice and how they apply in a school environment.		Application/ Interview/Skills Test
Personal qualities	<p>Able to develop and maintain effective working relationships and work well in a team.</p> <p>Willing to be flexible in relation to working hours.</p> <p>Ability to act on own initiative, dealing with any unexpected problems that arise.</p> <p>Hardworking, conscientious, motivated, professional and enthusiastic.</p> <p>Willing to develop through training opportunities.</p>		Application/ Interview