

## Site Security Officer – The Trinity Catholic School

OLOL Band 2, points 3 - 5

Hours of Work: 32.5 hours per week, term time only

### JOB DESCRIPTION

To ensure the safe crossing of students between the Kingsbury Road and Beechdale Road sites during key changeover points in the school day.

### Specific areas of responsibility and key tasks:

#### Key Duties

- Monitor and control pedestrian entrances to the school site, either in person or via CCTV during the school day.
- Ensure the safe crossing of students across the road during key change over points in the school day.
- Log the arrival of late students and the departure of students leaving during the school day.
- Monitoring student activity and conduct on the school site, intervening where necessary, to ensure that behaviour complies with the Code of Behaviour.
- Identifying intruders present and taking action as required.

#### Additional Duties

- Support the site team in insuring that the pedestrian entrances on both sites are clear and tidy.
- Monitor CCTV during the school day reporting any students who are out of lesson without reason.
- Support the investigation of incidents in school including taking statements and locating CCTV footage.

The list of duties is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.

The responsibilities of the post may be reviewed and modified in light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the postholder.



## Person Specification

Requirements	Essential	Desirable	Demonstrated By
<b>Qualifications &amp; Training</b>		Active SIA badge/license	A/ I
<b>Experience and skills</b>	Ability to deal with potential conflict situations escorting unauthorised personnel from site.  IT skills	Experience of security work dealing with young people  Previous experience as security personnel in a public sector environment	A/ I/ R
<b>Aptitude and Personal qualities</b>	Good communication skills  Able to work as part of a team.		A/ I/ R

**A: Application Form   I: Interview   R: References**

*The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

