

JOB DESCRIPTION

Job Title: SITE SECURITY OFFICER

Job Purpose: To work as part of the school site team with lead responsibility for ensuring that access to the school site by staff, pupils, parents, contractors and other visitors is controlled in accordance with the school's security arrangements

Responsible to: Designated Safeguarding Lead, Site Manager

Other functional Relationships: SLT, Site team, police, staff, pupils and other regular visitors to the site

The postholder will work the majority of the day outside on security duty however, will have a scheduled internal shift each day working as part of the site keeping team.

Whilst on security duty:

- a. To ensure site security by locking gates/checking that gates are locked at designated times throughout the day.
- b. To ensure that there is no unauthorised access to the school site via any of the Welham Road entrances through a combination of active patrol when gates are open as well as maintaining vigilant monitoring from other locations when the gates are closed.
- c. To welcome visitors to the site (including contractors) and advise on arrangements for ID/signing in, parking, reporting etc.
- d. To ensure that Graveney Sixth Form Students do not gain entry beyond the Reception door without wearing their ID.
- e. To pass on details of any staff (or contractors) who attempt to gain access to the site without a visible ID.
- f. To help control congestion on Welham Road at key times of day (including Open Days and Evenings as required)
- g. To contribute to discussions on improving site security.
- h. To undertake a range of tasks in consultation with the site manager during quiet periods including ensuring the road and adjacent playgrounds are free from litter, checking for any potential health and safety issues and reporting these on, ensuring signage in this area of the school site is up to date, clean and well secured.

Whilst working as part of the site team:

- i. To undertake a range of general site responsibilities when being relieved of security responsibilities by other members of the team which could include:
 - Setting up classrooms and other venues
 - Moving furniture, parcels etc.
 - Simple repair tasks in and around the site
 - Ensuring photocopiers are filled with paper

The postholder may be asked to undertake any other duties considered to be commensurate with the post, including working at the other schools sites, as required.

The postholder will be asked to undertake a number of overtime shifts, on rotation with the school keeping team. These shifts may take place during the evenings and at weekends.

Child Protection

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

Person Specification

QUALIFICATIONS AND EXPERIENCE

Essential None

Desirable: Experience in a similar role, e.g. Security Guard
Experience of working in a school setting or otherwise with young people
A basic knowledge of first aid

PERSONAL QUALITIES

Essential Ability to act as first point of contact ‘ambassador’ for the school
Excellent interpersonal skills
Ability to work alone and unsupervised
Ability to communicate effectively with a wide range of people
A willingness to spend much of each working shift/day outside and able to work in inclement conditions
Ability effectively to diffuse situations of potential conflict
Ability to act on own initiative but able to recognise quickly when to call on additional support
Calm and confident manner
Ability to maintain concentration for prolonged periods
A willingness to spend much of each working shift/day outside
Enthusiastic, energetic and able to be physically active including, for example, moving items of furniture
Physical fit and able to maintain high levels of vigilance for long periods
Integrity and loyalty
Willingness to wear uniform
Flexibility with a “can do and will do” work ethos

Working Arrangements:

Hours by agreement – could be two part-time posts, overlapping at lunch time