

## **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

**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 will include, but not limited to:

- Assisting with moving furniture, setting up classrooms, rooms for meetings assemblies, examinations and other events, as required
- Other tasks requiring heavy lifting – such as moving boxes of photocopy paper up-stairs and across sites
- Ensuring photocopiers are filled with paper first thing in the morning and throughout the day as required
- Simple repair tasks as required in and around the site

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**      *The postholder will work the majority of the day outside undertaking security duties in all weather conditions however, will also have a scheduled internal shift each day working as part of the site keeping team, therefore a good level fitness and stamina are essential requirements for this position.*

***In addition:***

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  
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  
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

