



# ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



## *The post of Security Officer*

### *The Role*

Reporting to the Head of Security, the Daytime Security Officer will primarily provide a uniformed Security presence at the entrance to school welcoming visitors to the site and being responsible for the monitoring and operation of the schools automated vehicle entry/intercom system and CCTV. When required secondary duties would include internal and external patrols.

### ***Main Duties and Responsibilities (Main Gate Security)***

- To be responsible for security at the main gate and to be responsible for the automated vehicle entry/intercom system.
- To work effectively alongside the school's receptionist / internal security guard to ensure any visitors experience is of a high standard and to ensure that the school is a safe environment for pupils and staff.
- To monitor CCTV and report any concerns or incidents to the relevant persons.
- Respond to incidents occurring outside normal office hours; ensuring that security breaches or other urgent matters are reported promptly to the appropriate out-of-hours contact.
- Record all incidents accurately and in detail in the Site Incident Log, at the earliest opportunity after occurrence.

### ***Secondary Duties and Responsibilities (Internal and Patrol Security)***

- Carry out patrols of the School buildings and grounds (on foot and in vehicle); recording details of patrol routes and times, via log book and report findings to Director of Operations.

- Carry out locking and unlocking routines (where applicable) including setting and de-activating security alarms; in accordance with the School's security procedures.
- Close fire doors; carrying out function checks of fire-resisting doors and fire exit doors and reporting any defects found to the Head of Estates.
- Report the locations of any fire escape routes found to be obstructed to Head of Estates.
- Respond to fires or fire alarm activations in accordance with the School's Emergency Plan. Acting as fire marshal for onsite events.
- Attend to security alarm activations and take appropriate action in accordance with the School's procedures.
- Maintain detailed and accurate records of events, activities and times in the Site Diary.
- Patrols at irregular intervals during peak times
- Ensure all external exits are closed
- Taking appropriate and measured action in response to suspected security breaches.
- Record any non-emergency maintenance defects reported or discovered during patrols and ensuring that these are referred to the Estates Manager the following working day.
- Rectify any on-site maintenance defects and report the solution to the Director of Operations
- Report of any defected maintenance issues including: electricity, gas, water
- Liaise with resident House staff on security matters.
- Monitor vehicle movements on site; checking vehicle passes; ensuring that vehicles do not obstruct site roads.
- Challenge unauthorised persons found on the site, requesting them to leave.
- Control lets parking.
- DIY around site.
- Carrying out any other reasonable duty or instruction issued by the Head of Estates or Senior Team.

### ***Person Specification***

#### Essential

- Authoritative but polite manner
- High standard of personal appearance
- High standard of literacy; ability to write clear reports
- Full, clean driving licence
- High standard of honesty and integrity
- Self-motivation; ability to work unsupervised
- Ability to make decisions and remain calm under pressure
- Experience of working with alarm and CCTV equipment
- Awareness of basic security and health and safety issues
- Computer literate

Desirable

- SIA trained
- Previous Customer focused Security Experience (Airline, School, Retail)
- Recognised First Aid Certificate

## ***Package***

**Salary:** Roedean NTS Point 19 - actual salary £18,564 per annum

**Hours:** On a rota - 4 days on/4 days off  
06:00 – 14:00 or 14:00 - 22:00, over 7 days per week, full year.  
The ability to cover other shifts for holiday and sickness is important

**Holiday:** 22 days per annum (pro rata) rising to 25 days (pro rata) after 5 years' service

### ***Other benefits include:***

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 %)
- **Death in service benefit**
- **Free dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – free use of the swimming pool, fitness suite, squash and tennis courts (subject to availability). Weekly yoga classes are available after work at no cost.
- **Wellbeing** – Staff have access to a free confidential counselling service. Subsidized staff bar and social events each half term.
- **Library** – all staff are able to borrow books and DVD's without charge
- **'Cycle to Work' scheme**
- **Free parking on site**

## ***Safeguarding***

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

## ***Appointment details and how to apply***

Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

Due to the need to appoint quickly we reserve the right to interview and appoint at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.