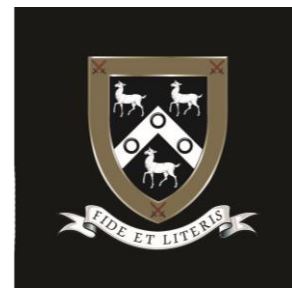


# ST PAUL'S SCHOOL

Est. 1509



## **JOB DESCRIPTION**

### **Security Officer**

**Department** Porters Lodge

**Line Manager** Head Porter

#### **ROLE**

The role of a Security Officer at St Paul's School and Colet Court Preparatory School covers a wide range of tasks including implementing and acting on emergency and safety procedures, car park management, the implementation of health and safety and other tasks. The Security Officer will often provide the first impression of the School and therefore it is critical that he/she is always professional, diplomatic, authoritative and dresses appropriately for the role.

The day to day tasking of the Security Officer will be the responsibility of the Security Supervisor through the Head Porter. The St Paul's School Security Officer's general location of work is normally within the confines of St Paul's School but on occasions he/she may also be asked to attend other properties that belong to School.

#### **DUTIES AND RESPONSIBILITIES**

By the nature of the responsibility, the following list is not exhaustive, but is a guideline as to the main requirements of the role. The Security Officer must be willing and flexible, prepared to carry out reasonable tasks not necessarily covered within this Job Description.

#### **Safeguarding**

- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

#### **Security & Emergency**

- Work together with the Porters to keep out any unauthorised persons and to challenge any stranger found on site and especially inside the buildings.
- Be prepared to call in and work with the Police in the event of the discovery of unauthorised visitors to the school.
- Assist the Emergency Team in emergency situations in cooperation with porters, fire/police agencies and/or senior management.
- Ensure the health and safety of Pupils, staff and visitors wherever possible.
- Act as Fire Marshal for St Paul's School.

- Working with the Porters and other relevant parties, perform routine and emergency locking of the school's facilities, possibly assisting in crowd control.
- Patrol and inspect the interior and exterior of the school's facilities on foot. Respond promptly and safely to calls for assistance and emergency "code" calls throughout the School.
- In tandem with the Porters Team, manage visitor access/control including issuing both permanent and temporary security badges.
- Evict, hold or detain persons when directed to do so by the appropriate law enforcement agency.
- Be able to apply effective troubleshooting skills.

### **Car park management**

- Prevent unauthorised parking and access past the road barrier.
- Give directions for emergency vehicles.
- Control the safety of pedestrians using zebra crossings within the area of the security cabin and entrance to the main car park.
- Give directional advice to visitors for parking and then onto their final destination within the school site.
- Give advice to coach drivers to prevent obstruction to other road users when waiting to collect or drop off passengers.
- Direct taxis to their pick-up or drop-off location.
- Collect, store and distribute traffic cones when required.

### **Reporting**

- Report incidents to the Security Supervisor/Head Porter and record these in relevant log(s)
- Identify and report maintenance and repair jobs to the Estates department (verbally, helpdesk etc.)
- Identify and report Health and Safety incidents (near misses), accidents and hazards to the Health and Safety officer, Estates and other relevant parties.

### **General Duties**

- Provide reception cover and assistance as and when required
- Deal with staff, pupils and visitors enquiries and requests in an efficient and timely manner
- Effectively operate a variety of equipment including portable radios, computers, closed-circuit and access control systems.
- Provide escorts to parents, contractors, visitors and relevant others throughout the day as required.
- Provide agreed support for events and activities, including escorting etc as required.
- Undertake any other reasonable duties as directed by the Security Supervisor and the Head Porter.

### **PERSONAL PROFILE AND SKILLS**

Previous experience in a similar role is desirable but not essential. There will be a great deal of learning on the job and many aspects will be specifically tailored to the post.

Crucially, the right individual will be the one willing to learn and make the job his/her own in a way that ensuring that an efficient and effective service is delivered at all times.

<b>Essential</b>	<b>Desirable</b>
Be prepared to train to SIA accreditation	Valid Door Supervision SIA accredited licence
Strong communications skills	Experience in negotiations
Strong customer service skills	Experience in conflict resolution
Demonstrate possession of superior attention to detail and observation skills	
Computer literate with a good command of MS Office	Holder of a valid ECDL qualification
Able to work flexible hours	
Strong troubleshooting skills	
Be prepared to undertake relevant Health and Safety training	NEBOSH, First Aid at Work, Paediatric First Aid
Physically fit	
Experience of working under pressure and to tight deadlines	

#### **TRAINING**

The Security Officer may, from time to time, be required to undergo training relevant to the Key Objectives and responsibilities above or related functions. Such training may be residential. The cost of the training and reasonable expenses (which must be approved in advance by the Facilities Manager) will be borne by the School.

#### **WORKING RELATIONSHIPS**

The Security Officer has a day to day working relationship with all School Departments (Academic and Support) and is required to co-operate fully with all members of their staff.

#### **HOURS OF WORK**

The post is full time. Working hours are shift based Monday to Sunday. The earliest start is at 6.00 with the latest finish at 22.00. Average 40 hours a week. A free of charge lunch is provided on site. Break times to be agreed with the Head Porter.

#### **HOLIDAYS**

20 days per annum plus 8 Bank Holidays, to be taken during School holidays. Holidays to be agreed with the Head Porter.

#### **PAY**

The pay is c£19,000 subject to experience.

*May 2016*