

**Job Description**

**Job Title: Security Officer (Part Time – Days and Nights)**

**Department: Security**

**Directly Accountable to: Deputy Head of Security / Head of House and Security**

**Responsible for: No direct reports**

**Purpose of the job:**

As part of a wider Security Team, to provide a service that contributes towards the protection of staff, pupils, visitors and buildings here at Stowe.

Working on a fixed 2 weekly rota system alongside another colleague, you will work every other Thursday and Friday morning from 6.00am to 2.00pm and every other Saturday and Sunday afternoon from 2.00pm to 10.00pm.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with circa 850 pupils. There is around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays accessible via the National Trust Visitors entrance, and for guided tours during term time arranged through the ‘Stowe House Preservation Trust’ (SHPT).

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**Key Responsibilities and Tasks**

Note: Your tasks will be will be split equally between you and your colleague and so approximately half your shift will be spent working in the Security Cabin, whilst the remaining half will be spent out patrolling the site.

**Security Cabin Duties:**

* To man the security cabin, and the barrier at the main entrance, visually checking and acknowledging all vehicles and visitors with the assistance of the VNPR System.
* To refuse and prevent access to anyone not at Stowe for a legitimate reason. .
* To monitor the Fire Panel and report any ‘Fire Alarm Events’ to the Fire On Call Person as outlined in the Fire Alarm Policy.
* To ‘observe’ the CCTV Cameras located in the Security Cabin and report any concerns you notice to colleagues on mobile patrol and if necessary to the Deputy Head of Security and/or the Head of Housestaff and Security. (Note: The word ‘observe’ is used here rather than ‘monitor’ because this is a ‘multi-function security role at the Cabin’ and not a ‘CCTV Controllers Post’.)
* To monitor the Net2 Access Control System and report any sounding door alarms to your colleague on mobile patrol for further investigation.
* To monitor the signing in and out of keys and access cards held at the Security Cabin.
* To monitor the signing in and out of authorised visitors to the Security Cabin.
* To keep an accurate record of relevant activities occurring during your shift using the ‘Shift Report Sheets’ provided and to pass on a detailed ‘handover’ to your colleague at the end of your shift.
* To pass on to colleagues on mobile patrol and, if necessary to the Deputy Head of Security and/or the Head of House-staff and Security, any infringement on the safety and security of buildings, pupils, staff or visitors that has been reported to you at the Security Cabin.

**Patrol Duties:**

* To patrol the site on foot and security vehicle when required, providing a physical Security presence and responding to security related incidents brought to your attention by colleagues and security management. In particular (but not exclusively) around the Mansion and immediate Boarding House and classroom vicinities.
* To assist with car parking and traffic management across the site during special events and end of term breaks as directed by the Deputy Head of Security and/or the Head of Housestaff and Security
* To provide a security vehicle escort to delivery and HGV vehicles needing safe passage to their delivery points on site (Day shifts only).
* To respond to and provide assistance with the unlocking of facilities required for use by staff. **Night Shift:** To lock down at night, and unlock again in the morning, the Main Mansion, classrooms and any other facilities being used as and when required
* To carry out any other security related duties across the site during your shift as directed by the Deputy Head of Security and/or the Head of Housestaff and Security.
* When alerted by your colleague in the Security Cabin via radio, to respond to the activation of the Fire Alarm system across site and attend the affected area to investigate the cause and where necessary assist in the evacuation of staff and/or pupils if necessary.

**General Responsibilities**

* To provide a customer based service that enhances the image of the School and to be aware of the changing events and circumstances within the School that could affect the function and efficiency of the security provision.
* To apply the operational standards set by the School and work to the Security Department’s Policies and Procedures.; Acopy of which you will receive during your induction; and a spare copy is held in the Security Cabin.
* To ensure adherence to the statutory Health and Safety at Work Act, Child Protection and Data Protection Legislation at all times; as outlined in Stowe’s Policies and Procedures.

**Important note about booking annual leave:**

Because the Security Department is unlike any other department here at Stowe, because we have to remain fully operational for 24 hours a day, 365 days of the year, it is absolutely imperative that any holiday requests are received no less than 2 weeks before the annual leave is due to commence. In exceptional circumstances, leave may occasionally be granted within a shorter notice period than this and at the Line Manager’s discretion.

On this basis, we strongly advise you NOT to book a holiday destination until your leave request form has been **received, granted and signed** by either the Deputy Head of Security or the Head of Housestaff and Security. Booking a holiday destination beforehand in no way guarantees that annual leave will be granted to you if for any reason this is not ‘Operationally Viable’. An example of this would be if other people have already booked the same period off work that you are requesting and allowing you to be away at the same time will leave the Security Department too short of staff.

Leave will be allocated to staff on a “first come first served” basis

This job description reflects the present requirements of all the Security Posts. As duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: August 2020

**Person Specification:**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Current driving licence | * Current first aid certificate * SIA Door Supervision Licence * SIA Public Space Surveillance Licence (CCTV) |
| **Specialist Skills & Experience** | * Basic IT skills * Excellent communication skills * Good all round organisation skills * Excellent time-keeping and reliability | * History of working with young children (School environment) * Background experience within a security environment * Some knowledge of Security Systems (ie: Access Control / CCTV / Fire Alarm and Intruder Alarms) |
| **Personal Qualities** | * Polite/calm attitude * Integrity and honesty * Suitable physical fitness * Positive attitude towards working flexible shifts * The ability to work within the boundaries of strict Policies and Procedures. |  |