

**Job Description**

**Job Title: Part Time Security Officer**

**Department: Security**

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

**The Stowe Group**

The Stowe Group comprises Stowe, Swanbourne House and Winchester House Independent Schools, situated on sites in Buckinghamshire and Northamptonshire. Between the three schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful landscape gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision.

 **Vision & Ethos**

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre. The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group. Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability

**Specific Key Responsibilities and Tasks**

Note: Your tasks will be will be equally split between you and your colleague and so half your shift will be spent working in the Security Cabin, whilst the remaining half will be spent out patrolling and locking down and unlocking 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.
* Refusing and preventing access to anyone not on legitimate school or National Trust business.
* 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 House-staff 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 House-staff and Security
* To provide a security vehicle escort to delivery and HGV Vehicles needing safe passage to their delivery points on site.
* To respond to and provide assistance with the locking and unlocking of facilities across the site 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 House 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, a personal copy of which you will be given 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.

**Working Hours**

Please note the table below shows what hours are required each week to complete the security rota, these hours will be split between two part time members of staff working a rolling 2 week rota

|  |  |  |
| --- | --- | --- |
|  | **Week 1** | **Week 2** |
| **Times** | **10pm – 6am** | **10pm – 6am** |
|  |
| Mon | Off | Off |
| Tue | Off | Off |
| Wed | Off | Off |
| Thurs | Off | Off |
| Fri | On Duty | On Duty |
| Sat | On Duty | On Duty |
| Sun | Off | Off |

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

**Important note about booking annual leave:**

Because the Security Department is unlike any other department here at Stowe, in so much that 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 if due to commence. Leave may be occasionally granted with a shorter notice period than this with exceptional circumstances and at the Line Manager’s discretion.

On this basis, we very 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 House Staff 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

Please refer to the Security Departments Annual Leave Policy for further clarification.

**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:

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Current driving licence
 | * Current first aid certificate
* SIA Door Supervision Licence
* SIA Public Space Surveillance Licence (CCTV)
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| **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)
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| **Personal Qualities** | * Polite/calm attitude
* Integrity
* Suitable physical fitness
* Positive attitude towards working flexible shifts
* The ability to work within the boundaries of strict Policies and Procedures.
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