



## Job Description

**Job Title:** Security Officer

**Responsible to:** Premises Officer

**Job Summary:** This post will provide support to the operational management of Eastbourne College's campus by promoting a safe and secure environment for pupils, staff, and visitors.

### Duties and Responsibilities:

1. Liaison with the Premises Officer to be aware of the school's events programme
2. Meet with the duty porter on arrival for handover
3. Undertake visible patrols of the College campus (internal and external) and College owned properties around the campus (for example, day and boarding houses)
4. Presence at public events on campus
5. Carry out occasional external patrols of other facilities that are not on campus and of St Andrew's Prep, which is part of the Eastbourne College charity, as and when requested
6. Ensure external evening hirers have left the campus in a timely and safe manner; and lock up
7. Provide a friendly front-of-house welcome to and assistance at events attended by all visitors, where necessary
8. Tackle H&S lapses that may occur from time to time
9. Undertake the final locking-up of the campus and deposit duty keys in Porters Lodge
10. Respond to calls for assistance from pupils or staff
11. Deal with incidents in a calm, professional and measured way and seek first responder assistance when required
12. Follow the school's Critical Incident Plan, when required
13. Security alarm responder during hours of work
14. Duty fire warden responsibility
15. Fire alarm responder during hours
16. First aid responder (training will be provided)
17. File reports after each shift and prepare incident reports as they occur (e.g., security matter, fire alarm activation, false alarm, etc).

### Safeguarding responsibilities:

1. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct.
2. The post holder will be engaging in regulated activity. There are safeguarding issues requiring attention for this post.
3. In this post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and

professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.

4. If while 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, they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

## Person Specification:

### Essential

- Excellent communication skills with people of all ages and backgrounds
- Ability to adapt
- Friendly demeanour
- Smart and professional appearance
- Dedication to the values, ethos, and standards of Eastbourne College
- Efficient time keeping and organisational skills
- Ability to use initiative
- SIA certification

### Desirable

- One year's experience in a similar role
- First aid training
- Knowledge of Health and Safety at Work
- Basic knowledge of Microsoft Office applications
- Driving licence
- Willingness to work occasional overtime, beyond contracted hours

## Terms and Conditions

**Salary:** £11.55 per hour

**Hours of Work:** Two-week shift pattern working afternoons and evenings during term time only (34 weeks).

Week one: 2.00pm to 8.00pm, Monday, Friday, Saturday, and Sunday (24 hours)

Week two: 2.00pm to 8.00pm, Tuesday to Thursday (18 hours)

Whilst term time is 34 weeks, the number of weekends worked is approx., 27 week. Additionally, this two-week shift pattern requires the Security Officer to work alternate week ends during term time.

The Charity may require you to vary the pattern of your working hours if required on a temporary or permanent basis should the needs of the post require this. Actual working hours will be advised to you by your line manager and may be changed from time to time.

Flexibility to cover holiday and sickness absences during College holidays is essential.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending

on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you can choose whether to contribute also. You may choose to opt out of the pension scheme.

**Holiday:** Four week's annual holiday plus Bank Holidays to be taken during College holidays.

**Other benefits include:**

- Life Assurance
- Employee Assistance Program
- Lunch during normal working hours (when kitchen is open)
- Culture of training and development
- Up to six weeks paid sick leave (subject to T&Cs)
- Wellbeing programme
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking
- Stunning location

### **Safeguarding Statement and Equal Opportunities Statement**

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

### **Application Process**

To apply for this exciting opportunity, please follow the link below to complete the online application form:

<https://www.cognitofirms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm>

Or visit [www.eastbourne-college.co.uk/contact/employment-opportunities](http://www.eastbourne-college.co.uk/contact/employment-opportunities) and click the 'Apply Now' button.

**Closing date: noon on Monday 21 November 2022**

For further information please contact Human Resources Department on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

Applications will be considered upon receipt, and we reserve the right to make an appointment before the closing date.