



GORDONSTOUN

Broader experiences, broader minds.

SENIOR SUPERVISOR, ESTATES & SECURITY

Reports to: Head of Facilities

Job Purpose: The Senior Supervisor, Estates & Security will supervise the Estates and Security Team to provide round-the-clock support to the smooth running of the school and safety of the campus when students are in residence. The primary functions of this role are to maintain a secure campus for the safety of the students and all those living and working at the School, and to provide an estates service within the School to ensure timely delivery of parcels, mail, laundry and, when necessary, the safe moving of furniture and other items of equipment around the campus. From 0700-1700 the role focuses on estates (with a stand-by security function) and from 1700-0700 it focuses on security (with a stand-by estates function)

Working Hours:

- This post is part of the Estates & Security Team and will be shift work, with the team providing 24-hour cover whenever students are in residence, at other times shorter shifts are offered as overtime
- Shifts are subject to review but at present the shift patterns are 12 hour shifts for 3 days and then 3 days off before a change
- Part of the On-call Rota

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

- To maintain a safe campus for all students and staff by monitoring and patrolling the campus and responding to requests for support
- To liaise closely with the pastoral team to ensure students are following all safety regulations

- To be the primary point of contact when unexpected or unauthorised visitors are on site, and to deal with such visitors in a professional and clear way, liaising with the on-duty manager and the emergency services as required
- To work closely with the maintenance and fire safety teams to ensure all buildings are safe and secure, and any fire alarms are investigated and dealt with appropriately
- To move furniture or equipment around campus as required by any member of staff
- To be a significant presence during all major School events involving visitors, and at all times to adopt a professional and welcoming approach with all authorised visitors and guests of the School
- To manage the Estates & Security Team covering sickness and absence
- Attend Operations meetings
- Carry out risk assessments and security reviews

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and Qualifications	<ul style="list-style-type: none"> • Educated to Secondary School standard • Current driving licence 	<ul style="list-style-type: none"> • Recognised Security qualification (e.g. Security Industry Authority Award) • Management Qualification 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> • Knowledge and awareness of health & Safety 		Application form Interview
Skills and experience	<ul style="list-style-type: none"> • Previous experience of security • Ability to use basic Microsoft packages (Outlook, Excel, Word etc.) • Excellent communication and interpersonal skills • Ability to convey information to staff at all levels, students, visitors and third parties (E.G. Contractors) • Good organisational skills • Pro-active and flexible approach with the ability to work on own initiative and as part of a team • Self-motivated with the ability to plan and prioritise own workload and solve appropriate problems • Able to convey a positive approach and attitude to staff and students even in difficult situations • Experience of managing a small team 	<ul style="list-style-type: none"> • Previous experience of working on a campus • Ex forces or services background • Previous relevant experience in a Security role • Previous experience of working outdoors 	Application form References Interview
Personal skills and qualities	<ul style="list-style-type: none"> • Conscientious and diligent, with excellent attention to detail. 	<ul style="list-style-type: none"> • Confident with dealing with specific and ad-hoc requirements for 	Application form Interview

	<ul style="list-style-type: none"> • Enthusiastic, diplomatic and calm under pressure. • A proven track record of strong working relationships with students, colleagues and customers. • A positive and proactive attitude to manage a high volume of work. • Flexible, with a can-do attitude. • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds • Physically fit in terms of being able to stand and walk for long periods around the grounds • Able to lift and manoeuvre parcels and other objects. • Robust in all weathers and able to work shifts in all weathers 	visitors, students and staff	
Child protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> • Experience of working with children and young people 	References PVG check