



# GORDONSTOUN

Broader experiences, broader minds.

## SECURITY AND ESTATES OFFICER

**Reports to:** Security and Estates Supervisor

**Job Purpose:** The Security and Estates Officers 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 a portering 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 portering (with a stand-by security function) and from 1700-0700 it focuses on security (with a stand-by portering function).

### Grade and working hours:

- Grade 1B
- This post is part of the Security and Estates Officer 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.

### 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 be responsible for the delivery of mail and parcels within the campus, including the logging of mail deliveries and safe storage of parcels until they are distributed

- 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

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> <li>● Knowledge &amp; Awareness of Health &amp; Safety</li> <li>● Previous experience of security</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience of working with Students</li> </ul>	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> <li>● Educated to Secondary School standard</li> <li>● Current driving licence</li> </ul>	<ul style="list-style-type: none"> <li>● Recognised Security Qualification (eg. Security Industry Authority Award)</li> </ul>	Application form Interview
Skills and experience	<ul style="list-style-type: none"> <li>● Excellent IT skills, including proficiency in all MS Office applications.</li> <li>● Excellent communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience of working outdoors</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>● Conscientious and diligent, with excellent attention to detail.</li> <li>● Enthusiastic, diplomatic and calm under pressure.</li> <li>● A proven track record of strong working relationships with students, colleagues and customers.</li> <li>● A positive and proactive attitude to manage a high volume of work.</li> <li>● Flexible, with a can-do attitude.</li> <li>● Someone who creates a positive and cooperative working environment.</li> <li>● A commitment to Gordonstoun's unique educational ethos.</li> <li>● A commitment to doing the best for students from diverse cultural backgrounds.</li> </ul>		Interview Task
Child protection	<ul style="list-style-type: none"> <li>● Suitable to work with children</li> <li>● A full PVG check will be completed on the successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children and young people</li> </ul>	References PVG check

**Equality Act 2010 - Occupational Requirements with regard to age and health:**

As our students are aged up to 18 years, the School has set an age requirement of 21 or over for all applicants for this post. Also, as this role requires post holders to stand and walk for long periods around the grounds in all weathers, the School requires all applicants for this post to be physically fit. Applying these requirements is a proportionate means of achieving a legitimate aim in line with the Equality Act 2010.