

JOB DESCRIPTION

Security Officer



DEPARTMENT	Fire & Security
REPORTS TO	Head of Fire & Security
RESPONSIBLE FOR	N/A
WORKING PATTERN	40 hours per week on a shift system over 7 days, to include weekends and evenings (your employment contract will give full details)
ISSUE/REVISION DATE	June 2026

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

THE ROLE

The role of Security Officer at Harrow School covers a wide range of tasks including ensuring security of all School buildings (both academic and private residences), acting in line with emergency and health and safety procedures and the management of parking arrangements on the Hill. The Security Officer will work as part of a small team to ensure a safe, secure and welcoming environment for staff, pupils and School visitors.

The Security officer will often provide the first impression of the School and it will be critical that team members are professional, polite, diplomatic and authoritative, and adhere to the School's values and standards of conduct.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

- To provide security cover 365 days a year through regular School patrols – both mobile and on foot, inspecting the interior and exterior of School buildings and private residences.
- Working with colleagues to keep out unauthorised persons and challenge any stranger found on site and inside buildings.
- To be prepared to call in and work with the Police in the event of any criminal or suspicious activity and to assist them with their investigations where required.
- To ensure academic buildings and access gates are secure before the end of each shift.
- Keep a log of security incidents and liaise with third parties and other departments as appropriate.
- Identify and report maintenance and repair jobs to the Estates Department.
- Identify and report Health and Safety Incidents (near misses), accidents and hazards to the Head of Fire & Security, Health & Safety Manager and other relevant parties.
- Provide timely and appropriate responses to security incidents as well as emergency and serious incidents.
- Management of the initial mass communication messaging to the Staff and Boys during a critical incident under the School responsibilities from Martyn's Law
- Act as fire marshal and conduct and monitor fire drills and provide assistance in case of fire emergencies. Including support roles during fire salvage operations, (especially out of hours), fire call point testing.
- Assist with first aid support across the school, including mobile defibrillator, emergency bleed control, injured Boys transportation to the medical centre, etc.
- As part of the out of hours rota, provide emergency call out response after hours.
- Assist emergency teams, e.g. Police, Fire Brigade, Ambulances, in emergency situations.
- Provide a security/fire/emergency call out response for the John Lyon School.
- Provide out of hours first response key holder duties for Harrow School, John Lyon School and during holiday periods for John Lyon Pre-School.
- Carry out CCTV monitoring and report incidents to the Head of Fire & Security.
- Issue parking permits for staff and carry out parking patrols to prevent unauthorised parking.
- Give directions for emergency vehicles.
- Control the safety of boys on road crossings.
- Give directional advice to visitors for parking.
- Give advice to coach drivers to prevent obstruction to other road users when waiting to collect or drop off passengers.
- Provide agreed support for events and activities, assisting visitors and parents as appropriate.
- Monitoring and managing School Parking including the issuing of Parking Charge Notices (PCNs) when required, the issuing and renewal of School parking permits
- Monitoring and managing of School dog tags and use of private land for dog walking
- Support the Finance Team with banking duties.
- Other Fire and Security duties as required

Harrow School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times.

In the event of a successful application, candidates will be required to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure and Barring Service check (including Children's Barred List information) and prohibition checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Harrow School. Please refer to the School's Recruitment, Selection and Disclosure Policy for more details.

PERSON SPECIFICATION – Security Officer

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility and Fellowship.**

Post holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- A full clean driving licence
- A good basic general education
- Good spoken and written English

DESIRABLE

- S.I.A Qualified – Door Supervisor Standard or Equivalent or willing to be trained
- 3 Day First Aid at Work course / Dfibrillation and Trauma training or willing to be trained
- Fire safety and equipment training or willing to be trained
- Conflict management training or willing to be trained
- ACT (Counter Terrorism) Training or willing to be trained

SKILLS AND ABILITIES

ESSENTIAL

- Ability to deal tactfully and authoritatively with the public, pupils, staff and colleagues
- Ability to work as a member of a team
- Ability to use and operate a BWC (Body Worn Camera) and a two-way radio
- Willingness to participate in training events
- Ability to think and work quickly, calmly and politely whilst under pressure
- Availability for shift work, weekends and Bank Holidays
- Availability to provide shift cover at short notice on an overtime basis
- An excellent telephone manner
- Good administrative skills
- Experience of dealing with difficult situations
- Good IT Skills, including the use under pressure of school communications systems on PC's and Mobiles

DESIRABLE

- Knowledge of IT with experience of using Word, Excel, Internet and email

PERSONAL ATTRIBUTES

ESSENTIAL

- Patience and a sense of humour
- A high standard of personal presentation
- Discretion and confidentiality
- Initiative, common sense, patience
- Enthusiasm, willingness and flexibility

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
- We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.