

Job Description

Job Title: Site Security Officer

Scale/Salary: Scale 3 (Point 5-6)

Hours: (36 Hours per week)
(Term Time, 40 weeks)

Line Manager: Site & Facilities Manager

The post holder will work the majority of the day outside on security duty, however they will have a scheduled internal shift each day working as part of the site keeping team.

Main Objectives:

- To support the Headteacher in implementing the School Improvement Plan.
- To work as part of the school site team with lead responsibility for ensuring that access to the school site by staff, pupils, parents, contractors and other visitors is controlled in accordance with the school's security arrangements.
- To assist the Site and Facilities Manager in his/her day to day responsibility for maintenance of the whole school site in order to provide a safe, secure and healthy environment for students, staff, parents, visitors and other users.
- To ensure the school complies with all current legislation relating to site safety and management.
- To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials.
- To maximise opportunities to identify and reduce the use of natural resources and the school's carbon footprint.
- Carry out other functional relationships with police, staff, pupils and other regular visitors to the site.

Main duties and responsibilities:

Security

- To maintain and keep under review the security of the premises, ensuring adequate security at all times.
- Ensure proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and regularly tested.
- To ensure site security by locking gates/checking that gates are locked at designated times throughout the day.
- To ensure that there is no unauthorised access to the school site through a combination of active patrol when gates are open as well as maintaining vigilant monitoring from other locations when the gates are closed.
- To welcome visitors to the site (including contractors) and advise on arrangements for ID/signing in, parking, reporting etc.
- To ensure that all students do not gain entry beyond the Reception door without wearing their ID.
- To pass on details of any staff (or contractors) who attempt to gain access to the site without a visible ID.
- To help control congestion on Tetherdown at key times of day (including Open Days and Evenings as required).
- To contribute to discussions on improving site security.

- Undertake suitable training to enable the tasks and duties required to carry out the job.
- To undertake a range of tasks in consultation with the site manager during quiet periods including ensuring the road and adjacent playgrounds are free from litter, checking for any potential health and safety issues and reporting these on, ensuring signage in this area of the school site is up to date, clean and well secured.
- Maintaining appropriate conduct and demeanour and be correctly dressed at all times.
- Assisting with school events as required.

Health and Safety

- To liaise with the Site and Facilities Manager on site security and fire safety and informing them of any premises-related health and safety issue requiring attention.

Safeguarding and Child Protection

- Support the school's commitment to safeguarding and promoting the welfare of children in school.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- To ensure that the post holder's line manager is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

Other Duties

- Undertake all duties as required consistent with the objectives and/or duties of the post as delegated by the Site and Facilities Manager.
- Undertake training and development relevant to the post and in line with the school's developing profile.
- To participate in reciprocal skills transfer as part of the on-going development of a flexible team.
- Assist with the induction of new members of the Site Team.
- Support your Line Manager and colleagues as required, covering where necessary.
- Perform any other duties necessary to aid the growth and development of the post.
- Implement the Local Authority's and Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post.
- Be familiar with and ensure compliance with all relevant Council and legislative requirements, as appropriate.
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.
- Promote the image of the school at all time.
- Contribute to the overall ethos, work and aims of the school.

The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Signed:..... Dated:.....

(March 2026)