

Job Description

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| Job Title: | Security Officer (Full Time, Part Time, Days and Nights) |
| Hours of Work: | 37.5 hours for Full Time |
| Department: | Security |
| Job Grade: | 6 |
| Accountable to: | Deputy Head of Security |
| Number of direct reports: | None |
| Budgetary responsibility: | None |
| Location: | Stowe School |
| Purpose of the role: | As part of a wider Security Team, to provide a service that contributes towards the protection of staff, pupils, visitors and buildings here at Stowe. |

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Specific Key Responsibilities and Tasks

Note: Your tasks will be equally split between you and your colleague and so approximately half your shift will be spent working in the Security Cabin, whilst the remaining half will be spent out patrolling the site.

Security Cabin Duties:

- To man the security cabin, and the barrier at the main entrance, visually checking and acknowledging all vehicles and visitors with the assistance of the VNPR System.
- Refusing and preventing access to anyone not on legitimate school or National Trust business.
- To monitor the Fire Panel and report any 'Fire Alarm Events' to the Fire On Call Person as outlined in the Fire Alarm Policy.
- To 'observe' the CCTV Cameras located in the Security Cabin and report any concerns you notice to colleagues on mobile patrol and if necessary to the Deputy Head of Security and/or the Head of House-staff and Security. (Note: The word 'observe' is used here rather than 'monitor' because this is a 'multi-function security role at the Cabin' and not a 'CCTV Controllers Post'.)
- To monitor the Net2 Access Control System and report any sounding door alarms to your colleague on mobile patrol for further investigation.
- To monitor the signing in and out of keys and access cards held at the Security Cabin.
- To monitor the signing in and out of authorised visitors to the Security Cabin.
- To keep an accurate record of relevant activities occurring during your shift using the 'Shift Report Sheets' provided and to pass on a detailed 'handover' to your colleague at the end of your shift.
- To carry out daily checks on the Security Patrol Vehicles and record these on Checked- Safe.
- To pass on to colleagues on mobile patrol and, if necessary to the Deputy Head of Security and/or the Head of House-staff and Security, any infringement on the safety and security of buildings, pupils, staff or visitors that has been reported to you at the Security Cabin.

Patrol Duties:

- To patrol the site on foot and security vehicle when required, providing a physical Security presence, and responding to security related incidents brought to your attention by colleagues and security management. In particular (but not exclusively) around the Mansion and immediate Boarding House and Classroom vicinities.
- To assist with car parking and traffic management across the site during special events and end of term breaks as directed by the Deputy Head of Security and/or the Head of House-staff and Security
- To provide a security vehicle escort to delivery and HGV Vehicles needing safe passage to their delivery points on site (Day shifts only).
- To respond to and help with the unlocking of facilities required for use by staff. **Night Shift:** To lock down at night, and unlock again in the morning, the Main Mansion, Classrooms, and any other facilities being used as and when required

- To carry out any other security related duties across the site during your shift as directed by the Deputy Head of Security and/or the Head of House and Security.
- When alerted by your colleague in the Security Cabin via radio, to respond to the activation of the Fire Alarm system across site and attend the affected area to investigate the cause and where necessary assist in the evacuation of staff and/or pupils if necessary.

General Responsibilities

- To provide a customer-based service that enhances the image of the School and to be aware of the changing events and circumstances within the School that could affect the function and efficiency of the security provision.
- To apply the operational standards set by the School, and work to the Security Department's Policies and Procedures, a personal copy of which you will be given during your induction; and a spare copy is held in the Security Cabin.
- To ensure adherence to the statutory Health and Safety at Work Act, Child Protection and Data Protection Legislation at all times; as outlined in Stowe's Policies and Procedures.

This job description reflects the present requirements of all the Security Posts. As duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Important note about booking annual leave:

Because the Security Department is unlike any other department here at Stowe, in so much that we have to remain fully operational for 24 hours a day, 365 days of the year; it is absolutely imperative that any holiday requests are received no less than 2 weeks before the annual leave if due to commence. Leave may be occasionally granted with a shorter notice period than this with exceptional circumstances and at the Line Manager's discretion.

On this basis, we very strongly advise you NOT to book a holiday destination until your leave request form has been **received, granted and signed** by either the Deputy Head of Security or the Head of House Staff and Security. Booking a holiday destination beforehand in no way guarantees that annual leave will be granted to you if for any reason this is not 'Operationally Viable'. An example of this would be if other people have already booked the same period off work that you are requesting; and allowing you to be away at the same time will leave the Security Department too short of staff.

Leave will be allocated to staff on a "first come first served" basis

| Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form | | |
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| Attributes | Essential | Desirable |
| Qualifications | <ul style="list-style-type: none"> • Current driving licence | <ul style="list-style-type: none"> • Current first aid certificate • SIA Door Supervision Licence • SIA Public Space Surveillance Licence (CCTV) |
| Specialist Skills and Experience | <ul style="list-style-type: none"> • Basic IT skills • Excellent communication skills • Good all-round organisation skills • Excellent timekeeping and reliability | <ul style="list-style-type: none"> • History of working with young children (School environment) • Background experience within a security environment • Some knowledge of Security Systems (ie: Access Control / CCTV / Fire Alarm and Intruder Alarms) |
| Personal Qualities | <ul style="list-style-type: none"> • Polite/calm attitude • Integrity and honesty • Suitable physical fitness • Positive attitude towards working flexible shifts • The ability to work within the boundaries of strict Policies and Procedures. | <ul style="list-style-type: none"> • |
| This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder | | |
| Date Agreed: January 2025 | | |

Our Values



Value scales:

| This value is the least important to the role | This value has some significance to the role | This value is desirable to the role but not essential | This value is important to the role | This value is essential to the role |
|---|--|---|-------------------------------------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 |

In the role of Security Officer we are looking for Change Makers who are (please highlight as appropriate):

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|---------------------------|---|---|---|---|---|
| Professional: | 1 | 2 | 3 | 4 | 5 |
| Creative Problem Solvers: | 1 | 2 | 3 | 4 | 5 |
| Kind: | 1 | 2 | 3 | 4 | 5 |
| Flexible: | 1 | 2 | 3 | 4 | 5 |
| Collaborative: | 1 | 2 | 3 | 4 | 5 |
| Communicator: | 1 | 2 | 3 | 4 | 5 |