

Job Description

Job Title:	Part Time Weekend Night Security Patrol Officer																											
Hours of Work:	<p>Please note the table below shows what hours are required each week to complete the security rota, these hours will be split between two part time members of staff working a rolling 2-week rota</p> <table border="1"> <thead> <tr> <th></th> <th>Week 1</th> <th>Week 2</th> </tr> <tr> <th>Times</th> <th>10pm – 6am</th> <th>10pm – 6am</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Tue</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Wed</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Thurs</td> <td>Off</td> <td>Off</td> </tr> <tr> <td>Fri</td> <td>On Duty</td> <td>On Duty</td> </tr> <tr> <td>Sat</td> <td>On Duty</td> <td>On Duty</td> </tr> <tr> <td>Sun</td> <td>Off</td> <td>Off</td> </tr> </tbody> </table>		Week 1	Week 2	Times	10pm – 6am	10pm – 6am	Mon	Off	Off	Tue	Off	Off	Wed	Off	Off	Thurs	Off	Off	Fri	On Duty	On Duty	Sat	On Duty	On Duty	Sun	Off	Off
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Department:	SECURITY DEPARTMENT																											
Accountable to:	Nic Cooper (Deputy Head of Security)																											
Number of direct reports:	NONE																											
Budgetary responsibility:	Security Budget																											
Location:	Security Cabin Main Entrance and Patrols of the Site																											
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																												
<p>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.</p>																												
Vision & Ethos																												
<p>We are Change Makers</p> <p>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</p>																												

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:

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

- To respond to and help with the locking and unlocking of facilities across the site 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 always as outlined in Stowe’s Policies and Procedures.

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

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) • GCSE English
Specialist Skills and Experience	<ul style="list-style-type: none"> • Basic IT skills • Excellent communication skills • Good all round organisation skills • Excellent time-keeping 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 	

	<ul style="list-style-type: none">• Suitable physical fitness• Positive attitude towards working flexible shifts.• The ability to work within the boundaries of strict Policies and Procedures.• Able to bring a positive attitude and work well as part of a small team, as well as being able to work well using your own initiative when given set tasks	
<p>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</p>		
<p>Date Agreed: 29th April 2024</p>		

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 Part Time Weekend Night Security Patrol Officer, we are looking for Change Makers who are (please highlight as appropriate):

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