

Job Title	Resident Security Manager
Reports to	Head of Facilities
Hours	This is a predominantly term-time only role, although on call cover and patrols will be required in the holiday periods. Normal hours will be (with the requirement to be flexible around specific events): 08.00 – 13.00 Mon – Sat (term time only) 18.00 – 22.00 Mon – Fri – patrol / lock up / on call (all year round) Mon – Fri emergency on call (all year round)
Holidays	25 days plus Bank Holidays + Christmas Closedown
Qualifications	Driving licence
Location	Repton and Repton Prep
Salary	£25,000 per annum
Benefits	On-Site accommodation (Repton) Company Pension Scheme Free membership of Repton Sports Centre
<b>Role Overview</b>	
The primary purpose of this position is to ensure the safety, security and welfare of all students, staff and visitors to the School sites. This role will be based at the Senior School, but will offer guidance and support to the Prep as necessary. The position will be security focused, include the monitoring / review of CCTV, engagement with and support of School events and support of the Lodge if possible. Full engagement with School life is a pre-requisite and a contribution to the School's DofE / CCF would be desirable. There must be flexibility and a willingness to support key School events throughout the year.	
<b>Role Outcomes</b>	<b>Key Performance Indicator(s)</b>
<b>Site Security.</b> Overall security of the school site, buildings and safety of pupil, staff and visitors has been enhanced through effective vigilance, patrol and proactive measures taken.	Regular patrols are conducted including the control and coordination of the support from Repton Security. Strong working relationships have been established with the Police and Repton Community Watch.
<b>Support of School Events.</b> The larger School events are supported by this role to ensure they pass without incident, are correctly patrolled and have the appropriate level of security and surveillance.	School events run smoothly with the appropriate levels of security and surveillance. Engagement with key academic and support stakeholders.

<p><b>Support for The Lodge (School Reception).</b></p>	<p>Providing support for The Lodge if possible and in conjunction with security work.</p>
<p><b>Role Responsibilities</b></p>	
<p><b>Site Security</b></p> <ul style="list-style-type: none"> <li>• Ensure that there is a visible security presence across the site, providing a deterrent to unauthorised visitors.</li> <li>• Undertake patrols of the school property and buildings, conducting both internal and external security checks to prevent fire or flooding and to deter / detect criminal activity.</li> <li>• Control and coordinate the support of Repton Security to ensure their patrols are effective and in line with the School's need and any perceived threat.</li> <li>• Understand all aspects of the Access Control system in place across the School site.</li> <li>• In coordination with the Head of Facilities, define the correct opening and closing procedures for the buildings on site and ensure that a robust building security lock up routine is in place, through liaison with the School Porters and Facilities team (Paxton).</li> <li>• Patrol the site to ensure that security processes are being followed correctly and that all doors and windows are closed / locked as necessary.</li> <li>• Work with the Head of Facilities to ensure that appropriate external lighting, signage and CCTV are in place to provide the necessary levels of security.</li> <li>• Monitor, control and retrospectively check CCTV as required and in support of the Pastoral and Safeguarding leads.</li> <li>• Utilise CCTV to prevent crime, maintain oversight during incidents and provide retrospective CCTV evidence as required.</li> <li>• Proactively provide advice and recommendations to improve the security of the site and our pupils, employees and visitors.</li> <li>• In the holiday periods, liaise as necessary with the Sports and Events Manager to ensure building use, lock up and security patrols are in line with the Enterprise letting calendar.</li> <li>• Respond to all emergencies, Fire and intruder alarms.</li> <li>• If safe to do so, confront any anti-social behavior that occurs on campus. Operate within the limitations imposed on private citizens, dealing with and responding to requests for assistance to deal with trespassers on school property or with people intent on causing trouble with pupils, which may include on the public highway, calling the police as appropriate.</li> <li>• Act as point of liaison with the Neighborhood Watch, Parish Council, Police and other relevant bodies on matters of site security.</li> <li>• Look smart and maintain a professional profile while on duty.</li> <li>• When available support the Lodge with VIP visitors, prospective parents, and guests of The Hall and escort them to their respective meeting points.</li> <li>• Support when necessary with contractors ensuring all contractors and visitors to site comply with our Safeguarding requirements.</li> <li>• Carry out additional duties as required, which are consistent with the nature, responsibilities and grading of the post (eg: car parking and first aid).</li> </ul> <p><b>Support School Events</b></p> <ul style="list-style-type: none"> <li>• Support the larger School events from both a security and organisational perspective, liaising as necessary with key stakeholders both academic and support.</li> </ul> <p><b>Combined Cadet Force / DofE (desirable but not essential)</b></p> <ul style="list-style-type: none"> <li>• Helping with the management and running of CCF field weekends and training afternoons as directed by the Contingent Commander.</li> <li>• Helping with the management and running of DofE weekends as directed by the Head of DofE.</li> </ul>	

## **Person Specification**

### Relevant Prior Experience

- Experience working in a similar security role or a military environment.

### Candidate Profile

- You must be a reliable, smart, well organised and trustworthy individual.
- You must be flexible and proactive, used to operating in a culture of continuous improvement.
- You must be a good team player with strong communication skills across all levels and age ranges, able to develop effective working relationships with key stakeholders, whilst contributing to the broader life of the School and the Facilities team.

## **Other Important Information**

### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton / Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>