



March 2020

Dear candidate

**Security and Site Officer – Application Pack A Bolder
Future Awaits**

Closing date: 16th March 2020

We are looking for a strong and flexible Security and Site Officer who will support Safeguarding and Behaviour.

The opportunities to be part of the Academy's history and to create a school that truly stands apart are significant: shaping behaviour and attitudes, sparking enthusiasm and excitement for academic learning and enrichment.

Bolder Academy is a new, mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

Starting with year 7, we know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you.

Heidi Swidenbank,
Headteacher



[f @bolderlondon](#)

[✉ enquiries@bolderacademy.co.uk](mailto:enquiries@bolderacademy.co.uk)

A Bolder future awaits...

Registered Office: Bolder Academy Trust Ltd, 390 London Road, Isleworth, Middlesex, TW7 5AJ. Company No: 08932893.

Job Description - Security and Site Officer Annual salary: £16,592

Role

The role of a Security and Site Officer at Bolder Academy covers a wide range of tasks including implementing and acting on emergency and safety procedures, parking management outside the school gates, the implementation of health and safety and other tasks.

The Security and Site Officer will often provide the first impression of the Academy and therefore it is critical that he/she is always professional, diplomatic, authoritative and dresses appropriately for the role.

Working Hours

- This is a term time only post (38 weeks a year).
- The post is fixed term to 31 August 2021
- The working hours are:
 - Monday to Thursday - 8.15am – 4.30pm with 45 minutes break a day
 - Friday - 8.15am – 2.30pm with 30 minutes break

Duties and Responsibilities

By the nature of the responsibility, the following list is not exhaustive, but is a guideline as to the main requirements of the role. The Security and Site Officer must be willing and flexible, prepared to carry out reasonable tasks not necessarily covered within this Job Description.

Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the Academy which support safeguarding and must act in accordance with the Academy's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

General Duties

- Deal with staff, students, parents and visitors enquiries and requests in an efficient and timely manner.
- Effectively operate a variety of equipment including portable radios, computers, closedcircuit and access control systems.
- Provide escorts to parents, contractors, visitors and relevant others throughout the day as required.
- Provide reception cover and assistance as and when required.
- Provide support for events and activities, including escorting to the sports facilities and Academy trips etc as required.
- Undertake duties (eg: gate duty at the start and end of day, lunch / break duties) Undertake any other reasonable duties as directed by the Business Manager.

Security & Emergency

- Work together with the receptionist to keep out any unauthorised persons and to challenge any stranger found on site and especially inside the buildings.
- Be prepared to call in and work with the Police in the event of the discovery of unauthorised visitors to the Academy.
- Assist the Incident Management Team in emergency situations in cooperation with other staff, fire/police agencies.
- Ensure the health and safety of students, staff and visitors wherever possible.
- Act as Fire Marshal.
- Working with the Site Manager and other relevant parties, perform routine and emergency locking of the Academy's facilities.
- Patrol and inspect the interior and exterior of the Academy's facilities on foot. Respond promptly and safely to calls for assistance and emergency "code" calls throughout the Academy.
- In tandem with the reception, manage visitor access/control including issuing both permanent and temporary security badges.
- Evict, hold or detain persons when directed to do so by the appropriate law enforcement agency.
- Be able to apply effective troubleshooting skills.

Parking and Road Management

- Prevent unauthorised parking and access past the road barrier and in the local streets near the Academy.
- Control the safety of students using the roads/ public transport within the local vicinity.
- Give directions for emergency vehicles.
- Control the safe entrance to the main car park.
- Give directional advice and when necessary act as a banks person for staff parking.
- Give advice to coach drivers to prevent obstruction to other road users when waiting to collect or drop off students from trips.

Reporting and Odd Jobs

- Report incidents and record these in relevant log(s).
- Identify, report maintenance and repair jobs and contribute to repair if appropriate.
- Identify and report Health and Safety incidents (near misses), accidents and hazards to the Health and Safety officer, and other relevant parties.

Person Specification

Previous experience in a similar role is desirable but not essential. There will be a great deal of learning on the job and many aspects will be specifically tailored to the post.

Crucially, the right individual will be the one willing to learn and make the job his/her own in a way that ensuring that an efficient and effective service is delivered at all times.

Essential	Desirable
Be prepared to train to SIA accreditation	Valid Door Supervision SIA accredited licence
Strong communications skills	Experience in negotiations
Strong customer service skills	Experience in conflict resolution
Demonstrate possession of superior attention to detail and observation skills	NEBOSH
Computer literate with a good command of MS Office	First Aid at Work
Able to work flexible hours	Fire Marshall Training
Strong troubleshooting skills	Basic DIY skills
Be prepared to undertake relevant Health and Safety training	
Physically fit	
Experience of working under pressure and to tight deadlines	
Able to perform well and remain professional whilst under pressure	
Tactful and discreet, whilst mindful of observing Safeguarding and professional standards	
Self-motivated and able to work alone without direction	
Adaptable and flexible with working patterns when required	
Dedicated team-player, who strives for excellence and leads by example.	