

Role Profile

Role Title:	Security Warden – (Weekday /Weekend)
Location:	The Leys School
Responsible for:	n/a
Responsible to:	Health, Safety & Security Manager

Key Tasks

Security - Work in accordance with the School Security Procedures and briefing notes:

- Building and general site security as required at the end of the day/night prior to leaving including the final securing of the school site, locking buildings and gates, etc.
- Conduct full site patrols with checks of the school buildings (externally) and grounds.
- Regular site patrols to include checks of all parking areas around the School, control traffic and parking.
- Ensure security/safety signage around the School is appropriate and in good order.
- Act as Emergency Services liaison for the School premises as and when necessary.
- Escort unauthorised members of the public off site.
- Undertake general housekeeping tasks related to security and safety.
- Make regular checks of the various intruder alarms around the site as required.
- Record any incidents/problems, etc. in the Daily Occurrence Log and significant incidents in the Security Incident Log.
- Marshal entrance, exit and car parks for School events as required - liaise with Director of Events (or person in charge of the event/activity) as required.
- Building and general site security before during and after School events as required including the final securing of the school site, locking buildings and gates, etc.

Fire

- Respond to any Fire Alarms on site, including faults, and assist in the evacuation and post incident procedures. Produce fire reports as necessary.
- Carry out emergency lighting checks as instructed by the Facilities Director.

Safety

- Oversee the parking provisions - safety aspects - authorised usage, etc.
- Wear Hi-Viz clothing as required for personal safety - yellow for general duties, blue for parking duties.
- Conduct safety checks as detailed by the Health, Safety and Security Manager.
- Assist with any Health & Safety, Fire and Security related issues as necessary.

Portering

- Take deliveries of items for the School and its facilities/personnel, if necessary, in the absence of the School porters.
- Undertake external collection/delivery messages for the School as and when requested.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Health, Safety & Security Manager, Facilities Manager, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:**Date:****May 2023**

Person Specification

Security Warden

	Essential	Desirable
Qualifications/Education/ Specialist skills	Good standard of education A basic Fire, H&S or Security qualification or proven experience	HSE First Aid at Work
Experience, Knowledge and Skills	Minimum 3 years experience working within a Safety, Security of Fire Safety environment Able to communicate information in a polite manner Knowledge of fire evacuation procedures	Fire Warden/Fire Marshall training
Interpersonal Skills	Comfortable working indoors and outdoors Confident, calm, reliable, honest and with integrity Happy to work unsupervised Personable with good communication skills and approach to customer service	
Other		

May 2023