

THE Leys

Job Description

Role Title: School Site Warden (Weekday evenings and alternate weekends)

Location: The Leys School

Responsible to: Health, Safety and Security Manager

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

To ensure the safety and security of our pupils, staff, visitors, and the school site both during and out of hours.

Hours of work:

- Monday to Friday 16:00 to 22:30
- Alternate weekends working a split shift:
 - Saturday 08:00 to 12:00 and 12:30 to 15:00 and 21:00 to 22:30
 - Sunday 10:00 to 12:00 and 21:00 to 22:00.
 - On call when not on site from Sat 07:00 to Mon 07:00

Main duties and responsibilities

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.

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- 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.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- 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's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

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.

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- 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 Deputy Head (Pastoral), Head/Bursar, or other senior member of SMT as appropriate.
- 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:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the remit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Good standard of education. • Knowledge and experience of the Security or Customer Service industry. 	<ul style="list-style-type: none"> • A recognised qualification in security or H&S. • HSE First Aid at Work. • Knowledge and experience of working in a School environment. 	<ul style="list-style-type: none"> • Application form and Interview
Experience	<ul style="list-style-type: none"> • Previous and relevant experience working within a Safety, Security or Fire Safety environment. 	<ul style="list-style-type: none"> • Fire Warden or Fire Marshall training. 	<ul style="list-style-type: none"> • Application form and interview
Skills	<ul style="list-style-type: none"> • Able to communicate information in a clear and polite manner. • Ability to exercise good judgement. • Comfortable working indoors and outdoors. • Ability to relate well to people, with a calm and confident manner. Reliable, honest. • Able to work under own Initiative as well as following written and verbal instructions. • Ability to communicate and respond appropriately to alarms, evacuations, incidents, and emergency whilst following security procedures and ensuring safety. 	<ul style="list-style-type: none"> • Be familiar with safeguarding requirements in a School. 	<ul style="list-style-type: none"> • Application form and interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of fire evacuation procedures. 		<ul style="list-style-type: none"> • Application form and interview