



BROMSGROVE SCHOOL

WINTERFOLD

PREP • PRE-PREP • NURSERY

We currently have the following vacancies within our Estates Department:

SITE SECURITY GATEHOUSE PERSON

Two full time positions

Based largely at Winterfold House School the successful candidate will be responsible for ensuring the operation of portering services, undertaking general maintenance issues and supporting school events, lets and activities as necessary.

JOB DESCRIPTION: Site Security Gatehouse Persons

Hours of Work: No more than 30 hours over 5 days (**See accompanying rota**). This will include working in the evenings and weekends to perform security responsibilities and oversee all lets.

Salary: Negotiable.

Holidays: 25 days holiday per annum plus 8 Statutory Bank Holidays.
2 service days after the completion of 5 years' service.

Uniform: Full uniform provided.

Pension: A contributory pension scheme of up to 7% is available.

Sick Pay: Length of Service

During probationary period	Nil
During first year	2 weeks
During second year	6 weeks
During years 3-5	8 weeks
During years 6-10	10 weeks
During year 11 and beyond	12 weeks

12 weeks is the maximum entitlement.

GENERAL

Outside lets are an important part of the school and the successful applicant will need to be flexible opening and closing various buildings and sports facilities around the campus, particularly the new theatre.

To assist the on-site residential caretaker with evening site security. This will include one weekend on the other off.

Must be customer focused, smart with good communication skills

To oversee all lettings in the weekends and in the evenings.

MAIN DUTIES

- To carry out all security duties, answering alarms and liaising with the police and on-site security staff as when necessary
 - Meet and greet visitors and customers to the school
 - Make sure the site is always secure and safe, lock up school buildings
 - Help with set ups and de-cants when required
 - Manage lets and out of hours opening and closing on a rota basis
 - To carry out general driving duties as required
 - To project a positive image and always provide direction and assistance to visitors
 - To ensure good health and safety around site
 - Carpark management/Litter picking as required
- This is not necessarily a comprehensive list of duties expected to be undertaken by the post holder. It may be subject to amendment from time to time in consultation with the Head of Security.

PERSON SPECIFICATION

	Desirable:	Essential:
Experience/ Qualifications		
Site Security		*
I.T Literate-Basic		*
Knowledge of CCTV		*
Current First Aid Certificate	*	
Skills, Knowledge and Abilities		
Knowledge of health and safety legislation	*	
Good communication skills, written and verbal	*	
Good team working skills	*	
Flexible attitude, ability to work weekends		*
Early mornings, late evenings		*
Good timekeeping		*
Personal		
Friendly, approachable		*
Tactful/Discreet		*
Interested in personal development	*	

HOW TO APPLY

Please complete the online application form. For more information about the roles, please contact the School's Head of Security, Martin Jenkins by email on mjenkins@bromsgrove-school.co.uk

Closing date for all application is **Friday 5th September**

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers.

Winterfold School Gateman - Suggested Duty Rota

Day		Week 1		Week 2		Week 3		Week 4
Mon	A	6-11	B	6-11	B	6-11	A	6-11
Tue	A	6-11	B	6-11	B	6-11	A	6-11
Wed	A	6-11	B	6-11	B	6-11	A	6-11
Thu	B	6-11	A	6-11	A	6-11	B	6-11
Fri	B	6-11	A	6-11	A	6-11	B	6-11
Sat			B	8-4			A	8-4
			A	3-11			B	3-11
Sun			B	8-4			A	8-4
			A	3-11			B	3-11

A	15 Hrs	A	25 Hrs	A	10 Hrs	A	30 Hrs
B	10 Hrs	B	30 Hrs	B	15 Hrs	B	25 Hrs