

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, ~~extra~~ and activities as necessary.

JOB DESCRIPTION: ~~Site Security~~ Gatehouse Person

Hours of Work: No more than 30 hours over 5 days ~~per week~~. 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.

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 carry out all security duties, answering alarms and liaising with the police and 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 deants 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.

	Desirable:	Essential:
Site Security		*
I.T Literate/Basic		*
Knowledge of CCTV		*
Current First Aid Certificate	*	
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		*
Friendly, approachable		*
Tactful/Discreet		*
Interested in personal development	*	

