

Position of  
**SECURITY GUARD &  
EVENTS STEWARD**

Yarm School,  
North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



[WWW.YARMSCHOOL.ORG](http://WWW.YARMSCHOOL.ORG)



## THE ROLE

We are looking to recruit a Security and Events Steward to join our Princess Alexandra Auditorium (PAA) team to help ensure the very best customer experience to all the users. We require an additional team member to provide professional security services and assistance in facilitating the efficient stewarding of events at the Princess Alexandra Auditorium within the grounds of Yarm School. There are no set hours for this role but we are able to forward plan shifts in advance to coincide with the events held at the PAA. The hourly rate for this role will be £10.90 plus the statutory holiday entitlement.

We would expect the successful applicant to hold an SIA licence or be willing to undertake the training. The Security & Events Steward is accountable to the PAA Manager and may be delegated tasks by the Front of House Manager for the event.

## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.



## LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

## DUTIES

The Security & Events Steward will carry out such general security & stewarding duties as may be reasonably requested by the PAA Manager.

The Security & Events Steward will share responsibilities for:

- The security of the PAA and surrounding School site during their shift;
- Safe and professional crowd control inside the PAA to allow a for a excellent experience for all customers;
- Ability to remain calm and maintain order in difficult situations within the PAA;
- Carrying a walkie-talkie or mobile phone in accordance with instructions issued by the PAA Manager to ensure that they are contactable at all times during their shift;
- Ensuring that all customers of the event have left the premises in a timely manner in line with the finishing times of events and the closing times of the school site;
- Liaising with the Estates Security team to ensure that all gates are locked as per 'lock up' times schedule and in line with the Estates Security team responsibilities;
- Conduction bag searches on entry as and when required;
- Assistance with general stewarding duties for PAA Events and school functions, such as advising customers of their allocated seats, advising of exits and locations of customer facilities;
- In bad weather, assistance with the clearing of snow and gritting as required to allow safe access to the PAA and surrounding area;
- The Security & Event Steward will be expected to demonstrate a commitment to the aims and ethos of the School and adhere to the Policies of the School in the performance of their duties. All members of the School Support Staff are expected to cooperate in a team effort to provide a professional, responsive, efficient and courteous service to colleagues, teachers, pupils, parents and other visitors to the School.

## **BENEFITS OF WORKING AT YARM**

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees (pro rata for part time roles)
- Generous private pension scheme subject to eligibility
- Life assurance (death in service benefit of twice annual salary subject to eligibility)
- Dedicated on-site free parking
- Membership to Employee Support Programme including a variety of high street retailer discounts
- Cycle to Work Scheme

## **CONTRACTUAL MATTERS**

- £10.90 per hour.
- Zero hours contract.
- Statutory holiday entitlement.
- Please note that the School operates a no-smoking (including vaping) policy on its entire site.

## **CRIMINAL RECORDS CHECK**

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

## **SAFEGUARDING**

As the Princess Alexandra Auditorium is based in the grounds of Yarm School, the Safeguarding policies of Yarm School must be followed. Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)  
[Vetting and Suitability Policy](#)

## **EQUAL OPPORTUNITIES**

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## **APPOINTMENT PROCEDURE**

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

## **APPLY**

The application form is available on the [Yarm School website](#).

**Deadline: 12 noon on Monday 3rd January 2023**

Shortlisting and interviews for successful applicants will follow thereafter.

All applicants must use the Application Form provided. We cannot accept applications in any other format. You may also submit a covering letter to the HR Department explaining your suitability to the post and a copy of your CV.

All applications must be sent via email to [HR@yarmschool.org](mailto:HR@yarmschool.org) or by post to the below address:  
HR Department  
Yarm School, The Friarage, TS15 9EJ  
01642 786023