

Position of
SECURITY OFFICER

Yarm School,
North Yorkshire



YARM SCHOOL

EDUCATING FOR LIFE

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



WWW.YARMSCHOOL.ORG



THE ROLE

We are seeking to appoint a part time Security Officer for Yarm School's various sites on Friday and Saturday nights for a commencement date as soon as possible. The School Security Officer provides out of hours first line support to staff and visitors, is a presence to improve site security and ensures that security protocols are followed in relation to locking down and opening buildings as required.

The successful candidate will need to be confident in working alone on night shifts, to have a professional demeanour and be responsible for working to their own initiative. There may be difficult scenarios that occur, so the post holder must be able to proactively react to these in line with the School's policies and procedures and communicate effectively with a variety of stakeholders.

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 & RESPONSIBILITIES

- Overall responsibility for ensuring the security and of the extensive school sites during the shift.
- Acting as a first line support to employees and visitors to site, providing a professional and friendly service.
- Fire, security and building systems monitoring.
- Traffic/pedestrian management on the school site during shift.
- Closing and opening of the school site and auditorium.
- Carry out security patrols of the sites, ensuring lock up processes are adhered to and alarms are active.
- Monitoring of site CCTV.
- Reporting any incidents of vandalism or security breaches to the Estates Manager via the Incident Log.
- In extreme circumstances calling and reporting the



incident to the necessary emergency service team.

- Carrying communication devices at all times (mobile phone and radio) whilst on shift, and being able to clearly communicate.
- Act professionally when liaising with stakeholders of the school and the wider public.
- Assistance with car parking should there be a function.
- Overseeing the return of school trips to the site (often these can be late at night), ensuring that any facilities are secured and locked after use.
- Assistance with the clearing of snow and gritting as required.
- The Security Officer 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.
- Ensure outside site security is ongoing during PAA and School events and working with the Auditorium Security Team to ensure site wide security.
- Adhere to the Lone Working Policy and maintain regular contact with the monitoring station.
- Accept and participate in any additional training required by the school.

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.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff.
- Generous Staff discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%) & Life assurance (death in service benefit of twice annual salary).
- Dedicated on-site free parking.
- External employee benefits scheme providing access to a variety of retailer discounts.
- Free Employee Assistance Programme providing confidential counselling, legal and financial advice.
- Cycle to Work salary sacrifice scheme.
- Use of school gym outside school hours.
- Discounted Auditorium tickets for School productions.
- Training and CPD available on inset days.
- Variety of paid absence schemes to support our employees when required.
- Excellent location to Yarm High Street with access to retailers and river walks.
- A conscientious approach to sustainable development and proactive in incorporating green initiatives around the school.
- 21 days annual leave per year plus eight statutory bank holidays (pro rata for part-time roles) increasing by 1 day per year up to a maximum of 24.

CONTRACTUAL MATTERS

- The successful candidate is to begin as soon as possible in line with fulfilling satisfactory vetting checks.
- Annual Salary £17,202 inclusive of shift allowance.
- Shifts - Friday 2030-0600, Saturday 1730-0800
- 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

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.

APPLY

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

Deadline for applications is 12 noon, Monday 18th November.

Interviews for shortlisted candidates will held week commencing 18th November.

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.

Completed application forms, with covering letter, should be emailed to the HR Department (HR@yarmschool.org) as soon as possible and no later than the closing date, or posted in hard copy to:

The School Manager
Yarm School
The Friarage
TS15 9EJ
01642 786023