



*Alcester Grammar School*



## **Security Patrol Officer**

**Monday to Thursday 5.45pm to 9.45pm x 52 weeks per year**  
**16 hours a week, more hours available if wanted for a suitable candidate**

The Security Patrol Officer is responsible for maintaining a safe and secure environment for students and staff by patrolling and monitoring the premises.

The role includes key holding responsibilities, ensuring the security of the school buildings and grounds, especially during school lettings and out-of-hours activities.

**Actual Pay: £9,832.22 p.a.** (if 16 hours)

**AGS Pay Scale B.03 to B.04, plus unsocial hours payment minimum £2,000 p.a.**  
**Local Government Pension Scheme where school contributes 22.6% x actual salary**

# Welcome from the Principal



Thank you for showing an interest in working at Alcester Grammar School.

AGS is a truly special, unique and outstanding institution that offers a rich, ambitious curriculum and a broad all-round education, supported by outstanding pastoral care.

We are looking to appoint an **Security Patrol Officer** to work across the whole school and contribute fully to the [school's wider aims and vision](#). I very much hope that this booklet, in conjunction with our [website](#), will help you to understand both the specific advertised role and the school more widely.

At AGS we know and understand that our staff are key to our success. As Principal, I promise every member of staff appointed to AGS every support I can offer. If you would like to talk through the post prior to application, then please don't hesitate to contact me at [r.thorpe@alcesterags.com](mailto:r.thorpe@alcesterags.com). Tours of the school can also be arranged - we would be delighted to show you around.

Thank you again for your interest in the post – please don't hesitate to get in touch.

*R Thorpe*

*Nurturing aspiration, achievement,  
and opportunity for all*



Rachel Thorpe - Principal

# Why work at AGS?



Why do AGS staff generally stay so long and describe the school as the best that they have ever worked in?

- At AGS teachers have the **freedom to teach**. Students have a thirst for learning, they are highly motivated and engaged. Teaching at AGS is **fun and rewarding**.
- A culture of **professional autonomy** and a dedicated support staff - you join a real '**AGS Family**'.
- We recognise that our staff (like our students) have other commitments away from school and are entitled to a **healthy work-life balance** and we support our staff with family or other commitments wherever possible.
- **High quality bespoke CPD** is provided for all staff - we are committed to supporting professional development.
- We are located in a highly convenient location in South Warwickshire, just over half an hour's drive from Birmingham and easily commutable from Worcester, Stratford, Coventry, Warwick or Cheltenham. It is a **beautiful part of the country** with superb amenities and eminently affordable housing. Anybody joining us is likely to see not just a significant increase in the quality of their professional life, but a commensurate increase in the quality of life outside of school.
- Free **on-site parking, on-site gym and multi-faith prayer room**



'The new principal and senior team provide exceptional leadership' (Ofsted 2022)

# Job Description



**Job Title:** Security Patrol Officer

**Responsible to:** Site Manager

## Key Holder responsibilities

- Secure and alarm buildings
- Respond to alarms and incidents out of hours

## Patrol Duties

- Conduct regular patrols of the school premises to prevent and detect signs of intrusion and ensure the security of doors, windows, and gates
- Monitor arrival & departure of out of hours visitors, and other persons to guard against theft and maintain the security of premises

## Lettings

- Oversee the security aspects of school lettings and events, including opening and closing of the school facilities for external clients
- Assist in the coordination of lettings schedules in collaboration with the school lettings administration staff
- Answer simple site related queries politely and refer to others, where necessary.
- Setting up letting equipment prior to the start of sessions, and putting it away afterwards.

## School Events

- Lifting, moving and handling equipment, as required.
- Provide emergency First Aid cover and act as the Fire Warden on site

## Working with Others

- Answer simple queries politely and refer to others, where necessary
- Receive visitors, lettings, workmen and contractors in a courteous manner, to promote a positive image of the school site
- Report any repair & maintenance or Health & Safety issues on the Site Helpdesk.

# Job Description



**Job Title: Security Patrol Officer**

**Responsible to: Site Manager**

## Duties for All

- To follow school procedures for signing in/out of the school site
- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- Participate in training, other learning activities and performance development (including annual performance appraisal), as required.
- Be aware of and comply with policies & procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person.
- The active proportion of and commitment to best practice in equality, diversity & inclusion.
- Contribute to the overall ethos, working, aims of Alcester Grammar School.

**Any other duties commensurate with the duties, responsibilities, grade of the post**



# Person Specification



## Qualifications

- First Aid Qualification, or commitment to obtaining one once in post

## Experience

- Previous experience in a security role
- Experience as a key holder with responsibility for opening and closing facilities

## Skills & Knowledge

- Knowledge of security operations and procedures
- Good awareness of health and safety protocols
- Ability to lift and move heavy furniture & equipment
- IT literacy, basic computer skills to log repairs & maintenance issues on the site helpdesk

## Personal Qualities

- Willingness to work evenings (**essential**)
- Ability to handle typical and crisis situations efficiently and effectively
- Ability to communicate verbally effectively with people of all ages
- Able & willing to work unsupervised
- Trustworthy, honest, reliable and a good time keeper
- Good observational skills and attention to detail



# Recruitment Information



Alcester Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Alcester Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.



'Staff are very proud to work at this school' (Ofsted 2022)