



WEST BUCKLAND SCHOOL

Security Officer and Caretaker

Competitive salary and wide range of benefits including funded onsite accommodation

If you would like to live and work on a beautiful campus in the heart of Devon, with a great team of people, in an inspirational environment with lots of benefits then please continue reading.

We are seeking to attract the highest calibre of applicants who are professional, enthusiastic, committed with a “can do” attitude to join our innovative, happy and successful school. This is a new role and will play a pivotal part in assisting with all aspects of school security, safety, and caretaking; with responsibility outside normal teaching hours and at weekends, in keeping the school safe and well maintained.

Ideally, we are seeking to appoint an individual who has experience of security, caretaking, and safety, but are also keen to attract individuals who are committed to be the best they can be, driven to make a difference, a team player who is looking to expand their skill base and further their career.

This role offers a great range of benefits: competitive salary, funded accommodation, 25 days holiday plus bank holidays, training and development, free lunches, pension scheme, life assurance after 3 months employment, free onsite gym and swimming pool, wellbeing initiatives and an employee assistance programme.

The School

West Buckland School comprises a Nursery, Prep School and Senior School. The three schools share a beautiful campus, located in 100 acres of North Devon countryside, close to the town of Barnstaple. The Prep and Senior schools are situated in separate buildings on the same campus and share access to all the facilities. Throughout its history, the school’s premises have developed to serve its educational needs and, since 2008, West Buckland has invested in excess of £13.5m on developing this beautiful campus, which now boasts a sports centre, theatre as well as the best Creative Art and Sixth Form boarding facilities in the region. The school values the development of characteristic values articulated in the aims and ethos of the school, which enable children to become creative risk takers, inquirers and critical thinkers. Music, drama, sport and art feature highly in the lives of our pupils as do the range of different nationalities represented. Welcoming diversity is a feature of a West Buckland education. Further information about the school may be found on our website: www.westbuckland.com

Duties

- Responsible for security of the whole school site
- Unlock and lock up at start and end of the day
- Monitor and manage the CCTV and access to buildings
- Assist with traffic management around site
- Assist with management and co-ordination of the school vehicle fleet
- Key role in managing fire safety of the school, in particular out of hours
- Assist with events and external users of the site to include security during term time and holidays
- Assist with set up and dismantle of events and external hire
- During holiday periods undertake various compliance checks relating to fire safety
- Respond to emergency needs out of hours – be the first point of contact
- Oversee all key holders, including distribution and collection
- Support the wider caretaker and maintenance teams as required

Qualifications

- Fire warden training
- Security training / compliance would be desirable
- Willingness to undertake training to support all aspects of this role

Hours of Work

Hours will be split between early morning and late afternoon shifts, including weekends. Two days off will be planned during the week.

Overall, your hours of work will be 40 per week, working any 5 days in 7 in accordance with the published rota with variable start and finish times in accordance with the needs of the school. You may be required to work additional hours when authorised and as necessitated by the needs of the school. Authorised overtime may be payable or time off in lieu, at the appropriate rates.

May Day Bank Holiday are directed as a normal working day within the school calendar

Salary

Competitive salary will be discussed with candidate, dependent on experience and qualifications.

Holidays

You will be entitled to 5 weeks paid holiday plus all Bank Holidays except May Day which is a normal working day for the whole school. An additional day off is given in lieu of working this day.

Pension & Life Assurance

There is a Group Pension Scheme which you can join after the successful completion of three months employment. In line with legislation, you will have the right to opt out of the scheme once enrolled. Detailed information will be provided to the successful applicant during the initial 3 months of your contract.

Free Life Assurance cover equivalent to twice your annual salary is provided after the successful completion of three months employment.

Notice

One week's written notice will be applicable to both you and the school during your probation period. Post probation one month's notice of resignation is required. This period will not apply to termination of services in line with the school's disciplinary protocols and procedures. Probation will normally be for 3 months from start date.

Child Protection

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared; this may not negate the applicant from being appointed.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding Policy Statement. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Safeguarding Officer or to the Headmaster.

Safeguarding Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Safeguarding questions will be asked of all candidates during the interview process. West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and online media, limited to the information provided on the

application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.

Application Process

Please send a fully completed application form, and any supporting information, to recruitment@westbuckland.com or by post to: West Buckland School, West Buckland, Barnstaple, EX32 0SZ

We welcome early applications and reserve the right to interview and appoint before the closing date.