



# Security Officer Job Description

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing environment alongside a rigorous and exciting curriculum.

There are approximately 375 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of a wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has grown, thrived, and proven to be a successful addition to our school. In October 2022, the school received 'Excellent' in all areas in its ISI inspection, with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages' and most recently, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.'

## **Job Description - Security Officer & Driver**

### **Purpose of the post**

- To provide an excellent security service for the school working within the Security Team.
- To provide a safe driving of the school minibus escorting students and staff to venues.
- To liaise with the Head of Operations on a daily basis.
- To liaise with the Bursar as required
- To support other areas within the school as required.
- To act as an ambassador for the school in all matters.

**Responsible to:** Head of Estates & Operations

**Accountable to:** Bursar

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### **Main Areas of Responsibility for Security:**

- Follow the "Thornton College – Security Information Procedures"
- Monitor and authorise entrance of vehicles or people on the site
- Patrol whole site premises regularly to maintain order and establish presence in line with the Procedure Guidelines above
- Monitors all parking situations and assists with parking as required
- Monitors the premises for criminal activity
- Checks any and all bags for suspicious or prohibited items
- Inspects all points of entry to make sure they are secure
- Stays in contact with other security personnel to make sure the premises is secure at all times
- Answers phone calls after official business hours
- Ensure all visitors sign in through the main school reception
- Ensure deliveries are signed into the security cabin or diverted to the main school reception where appropriate. Contact should be made with recipient to advise parcel is present.
- Remove wrongdoers or trespassers from the area
- Regularly checks that all exits, doors and windows are secure
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Calling emergency services when required
- Provide assistance to people in need
- Apprehend and detain perpetrators according to legal protocol before arrival of the authorities
- Submit reports of daily surveillance activity and importance occurrences
- To be willing to cover for events when additional security presence is required
- Provides valuable feedback to Senior Management about the security of a business
- Playing a full part in the corporate life of the school, striving to maintain its Christian ethos
- Prepare appropriate risk assessments and advising the Bursar/Estates Manager of any course of action needed
- Being aware of and complying with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to the Bursar/Head
- To foster and develop good working relations by demonstrating a willingness to undertake any necessary work under the direction of the Head.

**Main Areas of Responsibility for Driving:**

- Undertake the necessary training in MIDAS
- Plan route.
- Check breakdown cover number is available.
- Check minibus over visually prior to driving, ensuring appropriate fuel is available.
- Check with staff member/ students that seat belts are in place.
- Drive safely at all times.
- In the event of a break down/incident, all pupils should be held in a safe point and immediate contact should be made with the main school. Keep school informed at all times.
- After journey ensure bus is clean and tidy, ready for the next journey

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School.

Job Descriptions are subject to annual review