

ST MARY'S SCHOOL ASCOT

NIGHT SECURITY OFFICER

Welcome to St Mary's School Ascot



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



The Vision and Ethos of our School

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- Nurturing in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- Developing in each pupil a love of learning and independent thought through a rigorous academic education.
- Promoting a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- Encouraging each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- Fostering a partnership between parents, school and the wider community.
- Inspiring in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- Following in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.





Our Key Features

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



About The School

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



About The Role

St Mary's is seeking to appoint a part-time Night Security Officer. The primary role of a Night Security Officer is to be based at the reception desk overnight in order to respond to any overnight issues, provide a security presence around the school premises and be responsible for securing the school buildings and out buildings. This role involves lone working.

The Line Manager for the Night Security Officer will be the Estate Manager.

Person Specification

The successful candidate will have the following interpersonal skills:

- Carry out all tasks with a friendly, polite, and positive attitude.
- A practical and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.
- They must be proactive, being able to act on their own initiative, dealing with any unexpected problems that arise.
- They must be of a smart appearance and be willing to wear an appropriate uniform as required by the school.
- They must always be committed to providing service of the highest standards; be practical, reliable and punctual and someone who can be relied on to work without direct supervision.
- The individual must be honest and able to maintain confidentiality on all school matters.
- They must be flexible in their approach to work and willing to work across roles and remit keeping in with the ethos at St Mary's to support colleagues.
- They must be a team player and get involved with anything as may be required.
- There must be a willingness to participate in further training and development opportunities offered by the school to further their knowledge and expertise.
- The individual must be tactful, diplomatic and be comfortable in communicating both verbally and in writing to all members of staff including senior management.
- Be able to provide excellent support to both the Deputy Estate Manager and the Grounds and Support Manager.

There is no requirement for the Night Security Officer to hold an SIA license although having a license or relevant security qualifications would be an advantage.

Responsibilities

The key elements of this role include but are not limited to:

- Reception Duties:
  The Night Security Officer will answer and deal with any telephone calls during the night. They will meet and greet any visitors or late returning pupils and staff giving them access to the building.
- Lock up:
  In accordance with the School's requirements, secure all external doors to the main school building and peripheral buildings as well as turning off lights across the site. In the morning arrange for the opening of doors as required.
- Security:
  The Night Security Officer will be responsible for the security of the site over-night. They will be required to conduct periodic internal and external security patrols of the school's premises including checking that doors and windows are secure. The school's CCTV system will be at their

disposal to assist in securing the premises. The Night Security Officer will be required to report any issues with regard to pupils directly to an appropriate member of the pastoral or academic staff.

- Porter work:
  The Night Security Officer will be required to undertake any general porter duties (such as moving desks or setting up chairs in a hall) as directed on an as required basis. Emptying the departmental sensitive waste boxes into the main container.
- Administrative work:
  The Night Security Officer will be required to carry out any administrative work in support of the school secretary (and others) such as stuffing envelopes. The cleaning and polishing of the school cups and trophies for Prize giving.
- Fire safety:
  The Night Security Officer will be required to remain at the fire panel in the event of the fire alarm sounding in the night. They will be required to advise the senior member of the pastoral or academic staff on the information being provided by the panel and will liaise with the fire brigade. The Night Security Officer will be required to assist in resetting the alarm at the conclusion of the incident in conjunction with a member of the maintenance team. Whilst conducting all other duties, they will be required to ensure that fire exits are clear and that anything compromising fire safety is rectified.
- Open Day:
  During the evening/night of Open Day both night security officers will be required to be on duty to assist the Bursar and his team in securing the site.
- PAT Testing:
  The Night Security Officer will be expected to undertake portable appliance testing when required. Training will be given.

Miscellaneous:

The Night Security Officer will also be required to:

- Set security alarms throughout the school premises.
- Produce at the end of each duty a report detailing any incidents that occurred during the night.
- Utilise any communication equipment (walkie talkie, mobile telephone) provided by the school.
- Undertake sanitisation of surfaces (such as pupil desks) and contact points (such as door handles) across the school site as directed by the Estate Manager.

Other duties:

This job description sets out the main duties of the Night Security Officer. No job description can be fully comprehensive and the Night Security Officer will be required to support the Bursar in any work reasonably required to support the operation of the school.

Working at St Mary's

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a part-time position.

Salary. The salary for this position will be £26,600 per annum.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Working Days and Hours. The Night Security Officer will be required to do 4 consecutive night shifts followed by 4 nights off. The Night Security Officer is only required during term time and when the school facilities are let (principally for 5 weeks during the school summer holiday and 2 weeks at Easter). This includes weekends but excludes half terms and some term-time weekends (Friday and Saturday night). Consequently, it is anticipated that there will be a requirement for 140 shifts per annum.

Additional Days. The post holder is required to attend the school's annual Open Day and Confirmation Day, both of which currently take place on Saturday during the summer term.

Holiday. Holidays must be taken during school holiday periods when not scheduled for working.

Probationary Period. The first three months of employment is a probationary period during which the notice period by both the post holder and the school is two weeks.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be two months.

Pension. The Night Security Officer will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

How to Apply

A short letter of application addressed to the Bursar, Mr Giles Brand should be included with your application form. **Closing date Sunday 22 November 2026.**

Interviews will be held in week commencing **Monday 23 November 2026**.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





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