

Fettes College

Head of Security



A place to **live.** A place to **learn.** A place to **grow.**

The Role

The role of Head of Security is a challenging and busy role which is responsible for the safety and security of all students, staff, visitors, buildings and assets of Fettes College. Specifically, you will be involved in delivering and enhancing the overall Fettes College approach and priorities for site Security, providing a smart, friendly and confident welcome to all visitors to the school and maintaining overall responsibility for the management and performance of the Security team.

Reporting to the Assistant Bursar you will be responsible for providing competent advice and guidance on all Security matters to the Bursar, Assistant Bursar, Estates Maintenance Manager, Health and Safety Manager and all other employees within Fettes College and Fettes Enterprises. You will work closely and collaboratively with staff to seek solutions to any Security related concerns.

On a day-to-day basis, you will lead and manage the security team to ensure the appropriate level of service is provided; this will include planning ongoing training, determining shift patterns and appropriate appearance, allocating duties and anything else which supports the delivery of the security team's responsibilities.

The role also takes responsibility for managing and maintaining the school's fleet of vehicles and working with the Estates Maintenance Manager to ensure the proper operation of access and alarm systems.

There are planned projects to improve the security and safety infrastructure of the Campus, including the implementation of ANPR systems across the campus and upgrading of the existing alarm infrastructure. The Head of Security will play a key role in planning and delivering these projects.

The Head of Security and Security Team are to:

- Provide a safe environment for students, staff and visitors;
- Ensure buildings and premises are properly secured and spot any security or fire risk which may compromise that security;
- Act as a visual deterrent for criminals and trespassers;
- Act calmly and appropriately in case of alarm, incident or other unexpected event at all times – which may include leading or assisting with the response to that incident;
- Be smart and professional, visible, contactable and a focal point for security issues in and around the site;
- Provide support where large numbers of students, staff and visitors are present

Key Aspects of the Job

Security

1. Based in the Gate House, through participation in the shift system you will provide direct support for and lead a team of security officers in the provision of 24hr site security/caretaking/custodian service within the College buildings and grounds.
2. You will be responsible for ensuring the following key tasks are carried out by the security team:

- Providing an appropriate welcome and escort to visitors to the school, ensuring they are appropriately badged, and directing them accordingly such that their first experience of Fettes is a positive one;
- Patrolling of grounds and buildings externally/internally and checking of premises for security breaches;
- Keeping all school buildings and facilities secure, including locking up, unlocking routines and setting and de-activating alarm systems;
- Identifying and responding to unrecognised visitors or intruders in accordance with the School Security & Campus Policy;
- Ensuring vehicles parked within College grounds are displaying an up-to-date Fettes car pass and overseeing the issuing and registration process to ensure all records are up to date and closely managed;
- Responding to incidents that involve the security and safety of students, staff, visitors, buildings and contents in an appropriate manner;
- Responding to fire or alarm activations, calling the emergency services and other colleagues to support if necessary or reporting alarm faults as directed;
- Buildings defect reporting;
- CCTV operation and maintenance;
- Sorting and directing of deliveries throughout the day
- Completing accurate reports by email;
- Assisting with parking control for events and peak drop-off and pick-up times as required;
- Positioning and use of College vehicles;
- Acting as banksman and / or traffic controller for large deliveries / vehicles or the operation of large plant;

3. You will manage the Security Access lists for all Senior students and Fettes College staff, issuing key fobs/wristbands and keeping up to date records to deactivate leavers' key fobs and wristbands.

Fleet management

4. You will be responsible for overseeing the maintenance of the school's vehicular fleet and ensuring compliance with all relevant regulatory requirements (such as Section 19 permits etc.).
5. You will also oversee bookings of the school's minibuses, assisting the school community to make the most cost-effective transport choices.

Health and Safety

6. You will be aware of Fettes College Health & Safety Policies and adhere to issued guidelines.

7. You will ensure that Security working practices are followed at all times and never compromised.
8. You will follow risk assessments and assignment instructions for the Security Team and carry out all duties in the safest manner.

Additional responsibilities

9. You will be aware of Child Protection Issues and how these affect your work.
10. You will be responsible for dealing with vehicle and certain building or infrastructure insurance claims as and when they arise.
11. You will be expected to carry out any other reasonable tasks and duties as directed by the Assistant Bursar or Bursar.

Person Specification

Essential

- Prior experience in a security role or offer a good understanding of general security.
- Prior experience managing teams within a complex and/or dynamic environment.
- A proactive approach to problem solving with a willingness to apply oneself to all manner of challenges and tasks to successfully lead the Security team.
- A team player with a positive and sensible approach to work.
- Ability to work independently but also to communicate effectively at all levels and positively engage with all members of the Fettes community.
- Proven ability to demonstrate integrity and discretion.
- Highly organised and resourceful.

Desirable

- Project management experience
- Wider facilities management experience
- Fleet management experience
- Experience of procurement and contract management, with a sound understanding of cost management and value for money.

Benefits

This is a full-time position covering daytime hours (40 hours per week). This position may require occasional overnight and weekend hours in the event of staffing shortages due to holidays or sickness. The team operate within a shift system covering daytime hours, overnight hours and weekends (with priority given to maintaining weekend and overnight cover) and it is required that the Head of Security participate in the shift system. There will be certain days in the School calendar where the Head of Security must be available and on duty, for example on Open Days and on Founder's Day.

Annual Salary: £35,000 to £45,000 depending on experience

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 252 hours' holiday during the School Year (September to August) to be taken at convenient times (generally outside term time) after consultation, plus 4 Public Holidays (Christmas and New Year).
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Pension Plan after 3 months' service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2%. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal.

Application Process

The closing date for applications for this role is **Tuesday, 17th February 2026**. Interviews will be held on 18-19th February 2026. To apply please go to our website and follow the link for this vacancy: www.fettes.com.

All applicants are asked to provide, as well as a CV, a cover letter setting out how you meet the person specification and what you feel you can bring to this role. Our Assistant Bursar, David Hancock, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with David.

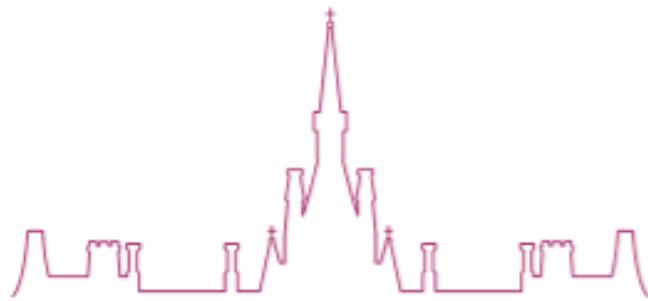
An offer of employment will be subject to two satisfactory references and a clean report obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Anushka Chakravarty (Deputy Head (Academic) at A.Chakravarty@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with our Prep School from age 5-13, with a Pre-Prep for 5-7 and a Prep School from 7+. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boys school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at Fettes.com/vision

