



Fettes College

Security Officer



An opportunity has arisen for a diligent, responsible and approachable individual to join Fettes College as a Security Officer within the Security Department.

The Role

The Security Team's primary objective is to provide subtle and unobtrusive security that supports a safe and secure environment in which students can learn, our staff can work and visitors to Fettes College are welcomed appropriately. The current Security Team consists of six full time officers carrying out a general security and custodian duties within the College and as part of the wider Estates Team having reception and postal responsibilities. Experience working in Security is not essential and this role may suit someone looking for a career change, working with an employer of choice with excellent benefits.

Key Responsibilities

- To provide and maintain a safe environment for pupils, staff and visitors;
- Be a visual deterrent for criminals and helpful in redirecting trespassers;
- Ensure buildings and premises are properly secured and identify any security or fire risk that may compromise this;
- Be able to respond and act appropriately in the case of alarm, incident, the reporting of strangers or any unexpected events always;
- Be smart, professional and contactable always whilst on duty.

Some of the following responsibilities below further define this role:

- Provide an appropriate welcome to visitors to the School by making sure their first experience of Fettes College is a positive one;
- Patrol the grounds and buildings checking for obvious signs of crime;
- Assist visitors and contractors by ensuring they are appropriately badged, properly directed or escorted;
- Keep all school buildings and facilities secure, including locking and unlocking routines as well as setting and de-activating alarm systems;
- Identify, respond to and deal with any reports of strangers;
- Check staff and vehicles are displaying the correct accreditation.
- Issue Car Passes and maintain the College Vehicle Database;
- Respond to incidents that involve the security and safety of pupils, staff, visitors, buildings and contents in an appropriate manner;
- Respond to fire or alarm activations, calling the emergency services and other colleagues to support if necessary or reporting alarm faults as directed;
- Report any Building faults when identified;
- Monitor and utilise CCTV to identify and detect strangers and criminals;
- Complete accurate reports by email, to a good standard;
- Communicate with staff and pupils as necessary;
- Be an initial point of contact for emergency services;
- Assist with event parking;
- Provide a visible presence at evening pick up times.

Person Specification

Essential:

- Good verbal and written communication skills
- Responsible, punctual and organised
- Confident, personable and approachable with a helpful attitude;
- Computer literate;
- Smart and professional in presentation, wearing the uniform provided;
- Impeccable integrity;
- Good standard of fitness and overall health;

Desired

- Clean full driving license;



Benefits

This is a permanent full-time role, working up to 40 hours per week on 10hr night duties or 12-hour day shift covering a 6 week rolling roster of days MTSS – WTF.

Annual Salary: £26,852 at £12.91 per hour, additional overtime available.

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

- 30 days holidays and 4 days public holidays.
- 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 Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 12% of base salary
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal

Application Process

The closing date for applications for this role is **Sunday, 18th May 2025**, however, applications will be reviewed as and when submitted. Interviews may be scheduled, and we reserve the right to appoint, prior to the closing date.

To apply please go to our website and follow the link for this vacancy:

www.fettes.com

Our Head of Security, Andy McGowan, 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 Andy.

We are keen to welcome applicants from diverse backgrounds into our staff body. If you would like a friendly conversation with an employee who identifies as an ethnic minority, please feel free to contact Sara Medel Jiménez (s.medeljimenez@fettes.com) who will be happy to share her experience of Fettes.



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 a Prep school for students starting at age 7 and from September 2025 with the introduction of a Pre-Prep. 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 boy's 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, consisting of circa:

- 730+ students (with c 560 in the senior school)
- 115 academic staff (with c 100 full time members of the Common Room in the senior school)
- 205 operational staff across a range of departments.



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](https://fettes.com/vision)

