



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 a professional, proportionate and discreet security service 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 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, looking to work with an employer of choice with excellent benefits.

Key Responsibilities

- To provide and maintain a safe environment for pupils, staff and visitors.
- Be smart, professional and contactable whilst on duty.
- 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:
 - intruders/trespassers
 - safeguarding concerns
 - fire alarm activations
 - medical emergencies
 - suspicious persons/items
 - serious incidents, including emergency services call outs
 - lockdown/lockout situations.

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 and that all access is controlled in accordance with the College procedure.
- Keep all school buildings and facilities secure, adhering to locking and unlocking routines as well as setting and de-activating alarm systems, and the ensuring appropriate use of access-control systems, keys and other security equipment.
- Identify, respond to and deal with any reports of strangers.
- Check staff and vehicles are displaying the correct accreditation.
- Maintain College vehicle database and conduct regular car park patrols.
- 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, supporting evacuation and other emergency procedures as required, 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 respond to suspicious activity, security concerns and incidents, in accordance with College policy and data protection.
- Complete accurate reports by email, to a high standard, ensuring serious incidents and concerns are escalated to the Head of Security.
- 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, reliable, punctual and organised.
- Confident, personable and approachable with a helpful attitude.
- Ability to remain calm and professional when dealing with challenging or unexpected situations.
- Able to exercise sound judgement and know when to escalate an issue.
- Computer literate.
- Smart and professional in presentation, wearing the uniform provided.
- Impeccable integrity.
- Good standard of fitness and overall health.
- Willingness to undertake required training, including safeguarding, security and emergency procedures.

Desired

- Clean full driving license.
- Previous customer-facing experience

Benefits

This is a permanent full-time role, working up to 40 hours per week on 12-hour day and night shifts. Additional overtime may be available.

Salary: £13.80 per hour (Annual salary circa £28,600)

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 College Pension Plan after 3 months' service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute a minimum of 8% of your basic annual salary to the Plan and you will be required to contribute a minimum of 2% of basic annual salary. If you contribute 10% or more, the College will contribute 12%.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal 4me.

Application Process

The closing date for applications for this role is **Wednesday 16th September 2026**. Interviews will be held on **Thursday 17th and Friday 18th September 2026**. 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.

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Head of Security, Russell Wardale 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 Russell.

An offer of employment will be subject to two satisfactory references and a clean report being 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 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, made up of just under 700 students and over 300 dedicated staff.



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)

