ROLE PROFILE

Job Title Security Officer

Reports to Security Supervisors, Deputy Head of Security and Head of Security

Job Purpose

We are looking for a confident and vigilant Security Officer, with excellent communication skills to ensure pupils, staff and visitors are safeguarded within a comprehensive security service.

You will thrive under pressure, be decisive and calm, whilst maintaining the highest levels of professionalism at all times. You will be enthusiastic, self-motivated and enjoy working as part of a team. Working across grounds of over 400 acres and around 400 school buildings, you will be flexible and able to work on you own without direction. Duties include extensive patrolling around the College grounds, historical buildings, boarding houses and public spaces. The role involves regular Control Room duties. The Security Team also provide a large degree of daily support to the College community in an array of operational aspects to ensure that all internal and external activities are supported to the highest standards

Key Tasks and Responsibilities

- Supporting the security department and operating all the functions in accordance with Standard Operating Procedures and daily briefings - including CCTV monitoring, intruder and fire alarm management, access control, visitor management, use of radio systems, management of keys and recording details of incidents through reports and daily occurrence books as appropriate;
- To conduct direct patrolling (internally and externally on foot or using vehicular means), attend incidents and help coordinate situations with guidance from the Control Room or Security Supervisor. Attend and pro-actively deal with any security-related incidents, as directed by the Control Room or line managers and accurately record all incidents in a concise and appropriate format. Operate security-related and personal protective equipment following departmental procedure (i.e. radios and body worn cameras), ensuring the equipment is clean and stored correctly, reporting any faults to the Deputy Head of Security;
- Deal professionally with victims of crime and individuals in confrontational situations. It is expected that individual's committing crimes at the College will be observed and detained at the Security Officer's discretion awaiting the arrival of the Police;
- Maintain a good level of physical fitness to ensure that you can actively and physically fulfil your security responsibilities;
- Undertake staff training as required and receive guidance and instruction from the Head of Security, Deputy Head of Security and Security Supervisor when necessary;
- Carry out specialist and bespoke security duties in connection with events and VIP visits i.e. Fourth of June celebrations, CCF Tattoo and St Andrews Day;
- To be smart and presentable;
- Be enthusiastic and methodical in your approach to all aspects of work. Treat all people with respect and dignity;
- Exercise tact and diplomacy when needed;
- Show tolerance and understanding.

Last Updated: Oct 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- All employees of Eton College are also expected to:
    - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
    - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
    - Understand and comply with procedures and legislation relating to confidentiality;
    - Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, the incumbent should have:

- Previous security experience - desirable but not essential;
- Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and pupils;
- High level of accuracy and attention to detail;
- Good level of literacy (including IT), numeracy and telephone skills;
- High levels of self-motivation and the ability to work as part of a team;
- Ability to maintain high professional standards;
- Remain professional and calm whilst under pressure;
- Well-developed problem-solving and decision- making skills;
- Reasonable physical fitness;
- Holder of First Aid at Work certificate **or** be prepared to train for this qualification;
- Full, UK Driving Licence to drive manual vehicles;
- Current SIA CCTV Licence - desirable but not essential (training is provided).

Working Pattern

- 12-hour shifts (day and night) on rota.
- You will be working 52 weeks per year.
- You will be entitled to 23.5 shifts of 12 hours per year as holiday, inclusive of pant holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day's holiday in lieu.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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