



Security Officer & Premises Assistant



Candidate Brief

Newton  
PREP

# Contents

The School	3
Summary of the Role	4
Main Duties & Responsibilities	5
Person Specification	6
Summary of Terms & Conditions	7
Application	8



# The School



Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently 560 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school. Newton Prep

is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

## Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the School enjoys exceptional connectivity, we are within five minutes' reach of three different stations, served by four bus routes and even accessible by river!

- Battersea Park 2 mins
- Queenstown Road 5 mins
- Battersea Power Station 5 mins
- 156, 344, 436, 44 1-3 mins
- Battersea Power Station 15 mins



## Summary of the Role



**Fixed-term contract until Thursday 9th July 2026**

**Part-time 3.5 hours per day (2.30pm to 6.00pm)**

**Monday to Friday 5 days per week**

**Term-time only**

**Start date: ASAP**

The Security Officer and Premises Assistant ensures a high level of security is provided by managing and monitoring the arrival and departure of parents and visitors to the School at the end of the School and outside of school hours. The Security Officer and Premises Assistant needs to be welcoming and helpful but firm and should be vigilant at all times.

The postholder will also be expected to provide support to other members of the Facilities team by undertaking other general site maintenance duties within the School.

The part-time Security Officer and Premises Assistant reports to the Facilities Manager on a day to day basis. As a member of the Support team, the part-time Security Officer and Premises Assistant reports to the Bursar.



# Main Duties & Responsibilities



The main duties of the Security Officer and Premises Assistant include:

## General duties

- To help maintain a high level of safety and security within the School's boundary;
- Ensure that pupils leave the School building in a safe manner;
- To provide security assistance by monitoring the activity of visitors entering and leaving the School building;
- Undertake gate duty as directed by the Facilities Manager;
- Assist the Receptionist by ensuring that visitors leaving the site sign out and return their visitor's badge;
- Where necessary assist the Receptionist to ensure accurate registers are kept for specific events and that all visitors to the School can be accounted for in the event of an emergency or evacuation;

- With due experience, to be observant for any irregular or suspicious behaviour within the School's boundary;
- To report any irregular or suspicious behaviour as quickly as possible;
- Provide positive assistance and direction to parents and visitors entering and leaving the School premises;
- Report any accidents/incidents in the Report book;
- As directed by the Facilities Manager, undertake miscellaneous maintenance/ manual labour duties such as moving furniture, removing litter, clearing walkways, replacing light bulbs/tubes and watering flowerbeds;
- Undertake such additional duties as might be reasonably requested by the Head, Bursar or other authorised person;

- The posts holder has responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be required to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's DSL or to the Head.

## Professional duties

- To work in a manner which is safe and healthy for both yourself and others with whom you come into contact;
- To comply with safety instructions and

- regulations;
- To promptly report all safety hazards and unsafe working practices;
- To be familiar with the School's Health & Safety Policy and comply with it at all times;
- To read and be familiar with the staff handbook and administration handbook and follow the procedures therein;
- To be familiar with and to follow guidelines as set out in the School staff policy documents;
- To work in a co-operative, diplomatic and flexible manner;
- To foster and maintain good working relationships, acting as a courteous, friendly and businesslike member of the School community: teachers, pupils, parents, carers and other visitors.



# Person Specification



## Essential:

- Have good verbal communication skills;
- Be able to communicate positively and diplomatically with a wide range of people;
- Be able to maintain appropriate professional boundaries with parents and pupils;
- Be emotionally resilient in working with challenging behaviours;
- Be able to take direction and use initiative;
- Be able to work as part of a team;
- Be able to perform physical tasks required by the post, including lifting and carrying;
- Be able to adhere to the School's working procedures and policies.

## Desirable:

- Be educated to GCSE standard or equivalent;
- Have previous security experience;
- Have previous experience of work in a School or educational establishment.



# Summary of Terms & Conditions



The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

## Salary

A rate of £13.51 per hour will be offered. Salaries are paid by BACS transfer on the last working day of each month.

## Period of employment

Part-time, 2.30pm-6.00pm, Monday to Friday 5 days per week, term-time only. No break. Fixed-term contract until Thursday 9<sup>th</sup> July 2026.

## Probation & Notice

This post is subject to a probationary period of four months. During this probationary period either you or the School may terminate your employment by giving not less than one week's prior written notice. The School may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

## Pension

The School operates a Group Personal Pension Scheme. The School will

automatically enrol you in its Standard Life Pension Scheme (the Scheme) if you qualify for pension auto-enrolment. If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The School will automatically re-enrol all staff who are not members of the Scheme on a three- yearly basis. Should you wish to continue to opt-out you will need to repeat the opt-out process. The School will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

## Fee remission

A discount of up to 50% is given on School fees for children attending Newton Prep

(subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the School reserves the right to vary the rate of remission or to withdraw it altogether.

## Performance appraisal

The post holder's performance, following satisfactory completion of their probation, will be subject to an annual review conducted by the Head.

## Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free School lunch, tea and coffee during term time, 24-hour counselling and legal advice service, training and development opportunities.



# Application



Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving School. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Friday 24<sup>th</sup> April**.

Application is by form only. Application packs, including the Application Form, may be downloaded [here](#) or from our website [newtonprepschool.co.uk](http://newtonprepschool.co.uk). Candidates should complete the School's Application Form electronically and email it to the HR Assistant at: [hrrassistant@newtonprep.co.uk](mailto:hrrassistant@newtonprep.co.uk).

Alternatively, forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**. (We are not currently accepting applications from Recruitment Agencies.)

Formal interviews will be held in the week beginning **Monday 27<sup>th</sup> April**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

*We are an equal opportunity employer. All applicants will be considered for employment without attention to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or religious belief, sex or sexual orientation.*





**Newton**  
PREP

Co-educational Preparatory School  
149 Battersea Park Road  
London SW8 4BX  
020 7720 4091

[newtonprepschool.co.uk](http://newtonprepschool.co.uk)



Newton Prep Ltd