



School Gate Security Officer

Position 1 - 07:00-12:00

Position 2 – 12:00-17:00

Term time only (38 weeks)

Bexley 6.1-6.4 - £17,627 - £18,397 actual

We're looking for two friendly, reliable people to help keep our school community safe and welcoming. As our **School Gate Security Officer**, you'll be based in the security hut at the main entrance, making sure everyone who comes and goes is authorised and greeted in a positive, professional way. You'll be the first face people see upon arrival to the school, setting the tone for a safe and caring environment.

This role would suit someone who enjoys being part of a community, likes a steady routine, and takes pride in helping others. A background in security or caretaking is helpful but not essential — what matters most is reliability, good communication, and a friendly approach.

Regular or alternate shifts would be considered for the right applicants.

What You'll Be Doing

- Keeping an eye on who's coming in and out of the school gates.
- Welcoming staff, students, and visitors with a smile.
- Making sure visitors sign in and follow our safety procedures.
- Helping manage traffic and drop-offs at busy times.
- Noticing and reporting anything unusual or unsafe.
- Being a calm, reassuring presence at the school entrance.
- Adhering to safeguarding policies and procedures

What We're Looking For

- Someone reliable, friendly, and confident talking to all kinds of people.
- Good awareness of safety and security.
- Calm under pressure and able to make sensible decisions.
- Experience in security, caretaking, or a similar role is helpful — but not essential.
- First aid, or experience in a school setting would be a bonus.

What we Offer

- A welcoming and supportive school community.
- A role where you can make a real difference every day.
- Training and support to help you succeed.

Closing date for applications: midday 6th November 2025

Prompt application is recommended as we reserve the right to close the vacancy early. We intend to interview on an application basis.

Start Date: ASAP

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks, including an online check.