HALE
SCHOOL

JOB DESCRIPTION

Date	**November 2026**
Position Title	**Campus Security Officer**
Reports to	**Director of Operations and Business**
Department	**Operations**

GENERAL PURPOSE:

The Campus Security Officer delivers comprehensive support services across the campus, that aim to foster and maintain a secure environment while facilitating the daily operations and activities at Hale School.

RESPONSIBILITIES:

Security	• Follow lock up procedures to ensure all grounds, buildings and facilities are unlocked and locked in accordance with procedures. • Follow lock up procedures to ensure all buildings and facilities are armed in accordance with procedures. • Respond to Hale School's security mobile phone during shifts. • Respond to requests for support via the security mobile phone after hours by referring to external services and utilising available contacts. • Investigate alarms triggered during shifts and report any abnormal activity to the Director of Operations and Business. • Follow procedures around incident reporting and alarm responses. • Create an accurate daily security report detailing phone calls made to the security phone, face to face interactions with Hale staff and face to face interactions with members of the public on school grounds after hours that are security related. • Manage security roster to ensure security requirements are addressed for the school through casual staff and external security contractor.
Traffic and Parking Management	• Provide traffic management support at school "pick up times" * around the Senior, Middle and Junior School. • Provide traffic and parking management support during school events (e.g., Old Boys Day, Valedictory Ceremonies, The School Ball.) • Manage a roster of parking attendants for Saturday morning sport fixtures and out of hours school events, as required.

Services	• Undertaking appropriate induction and training in relevant Safe Operating Procedures and the School's Safety Management Systems. • Assist in providing a safe working environment for staff. • Always apply safe work practices. • Demonstrate an awareness of all emergency management procedures in their work area.
Events	• Provide support during after-hours event relating to parking, building access and lighting. • Support event coordinators in the pack down of after-hours events, as required. • Ensure buildings are secured and armed following after hours events.
General Maintenance	• Report maintenance issues identified during shifts. • Assist the grounds and maintenance teams with duties as required. • In emergency situations contact trades from the approved contractors list where delay in attendance would cause school operation disruption.
Team Participation	• Contribute to the aims and objectives of the School. • Participate as a member of the Operations team. • Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work. • Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework. • Be aware of and understand the obligations of working in accordance with the School's Mandatory Reporting and Child Protection, Staff Conduct and Discipline, Critical Incident Management Guidelines and Procedures.
Customer Focus	• Identify customers, both internal and external. • Ensure that agreed customer expectations are met.

* Daily pick up times include before school 8am to 8.45am and after school from 3pm to 3.45pm and after sports training and games from 4.15pm to 5.30pm on school days.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

KEY WORKING RELATIONSHIPS:

- Facilities Manager
- Maintenance Co-ordinator
- Grounds Co-ordinator
- Grounds and Maintenance Staff
- Director of Operations and Business
- Head of Boarding
- Heads of Junior School
- Head of Senior School
- Boarding Staff
- Heads of Houses and staff members
- Executive Chef
- Events Manager
- School contractors and suppliers

EMPLOYEE SPECIFICATIONS:

- Adequate strength and fitness to be able to complete the arming and locking up route.
- Excellent interpersonal and communication skills.
- Ability to manage difficult situations.
- Highly organised.
- Enthusiastic and dedicated team player.
- Moderate level of computer competency for emailing, Excel and Word.
- Current Working with Children Check and National Police Clearance issued with the past three years are essential.

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people.
- Ensure your interactions with children and young people are positive and safe.
- Provide appropriate support and supervision of children and young people in your care.
- Act as a positive role model for children and young people.
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check.
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.