



RATCLIFFE
COLLEGE

EST. 1847

Appointment of

SECURITY OFFICER

PART - TIME



**BEGIN HERE,
GO ANYWHERE.**

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HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.



BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Director of Safeguarding**
Mr J Masterton
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Boccaccini, MEd, MSc, MCCT
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

Ratcliffe College Preparatory School

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.



Rosmini Sixth Form Centre



ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 10% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A*/A
- 71% grade B or above.
- Ten percent of students achieved A*/A*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Free parking on-site



TPS or Defined Contributions Pension Scheme



Professional Development opportunities



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



VACANCY

SECURITY OFFICER

We are looking to recruit a Security Officer to join our dedicated Estates team, playing a key role within the College community to help ensure the safety, security and smooth running of the site for residents, staff and boarding students.

The ideal candidate will have exceptional attention to detail and the ability to use their own initiative.

Working hours:

Friday- 16:30-22:00 during term time only.

Salary: £12.71 from age 21

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and an open-source check will also be undertaken.

The advert will remain open until a successful appointment. Early application is therefore encouraged.



JOB DESCRIPTION

JOB TITLE: Security Officer

REPORTS DIRECTLY TO: Estates Manager/Resident Security Officer

OTHER REGULAR RELATIONSHIPS: Maintenance Staff / House Staff/ Grounds Staff

JOB PURPOSE: As a member of the Estates team, as part of the College Community, providing site security for other residents and boarding students.

MAIN RESPONSIBILITIES

Security

- Unlock school buildings and general assistance as required.
- Ensure School buildings are locked at the end of the day.
- Day to day management of the CCTV security system.
- Open and close buildings/facilities for users outside of normal working hours as required
- Cover for resident security officer.

Fire Safety

- Act as Fire Marshall if the fire alarm sounds after the end of the School day.
- Assist with any evacuation in the event of a nighttime evacuation if the fire alarm is sounded.

General

- Assist with light maintenance and setups during the evening.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.
- Deal with members of the public (including outside lettings) ensuring that they stay within the designated areas
- To work according to the policies and procedures of Ratcliffe College.
- To undertake any other duties that may be necessary from time to time to ensure the efficient running of the College.

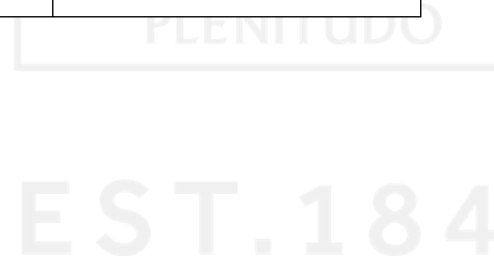
This post is subject to the terms and conditions of employment for support staff.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications/ Experience	<p>Valid SIA Door Supervisor (or willingness to obtain).</p> <p>First Aid at Work or Emergency First Aid qualification.</p> <p>Basic understanding of safeguarding principles relevant to a college environment.</p> <p>Previous experience in a security, stewarding, or customer-facing safety role.</p> <p>Experience responding to incidents, emergencies, or conflict situations.</p> <p>Experience monitoring access, patrolling buildings, or working alone during out-of-hours situations.</p>	<p>Additional training in conflict management, de-escalation, or customer service.</p> <p>Health & Safety training (e.g., fire warden, manual handling).</p> <p>Experience working in a college, university, or public-facing educational environment.</p> <p>Experience monitoring CCTV or alarm systems.</p> <p>Experience completing incident reports to professional standards.</p>	Application form/Interview
Skills	<p>Strong communication skills, with the ability to engage confidently with students, staff, visitors, and contractors.</p> <p>Good observational skills and attention to detail.</p> <p>Ability to assess risks and make sound, timely decisions.</p> <p>Competent with basic IT systems (logging incidents, using email, accessing digital patrol systems).</p> <p>Ability to remain calm under pressure and follow established procedures.</p> <p>Ability to respond to fire alarm activations and investigate safely, report to SLT or fire service if required.</p>		Application form

PERSON SPECIFICATION CONTINUED

	Essential	Desirable	Method of Assessment
Personal Attributes	<p>Professional, courteous, and approachable demeanour.</p> <p>Reliable, punctual, and able to commit consistently to Friday evening shifts.</p> <p>High level of personal integrity and ability to maintain confidentiality.</p> <p>Proactive, with a positive attitude towards safety and service.</p> <p>Able to work independently with minimal supervision.</p>	<p>Commitment to maintaining a safe, secure, and welcoming environment for all members of the college community.</p> <p>Willingness to act as an ambassador for the Estates and Security Team.</p> <p>Openness to occasional additional hours during special events, examinations, or emergencies (by agreement).</p>	Application form/Interview
Physical Requirements	<p>Able to undertake regular foot patrols across campus buildings and grounds.</p> <p>Able to respond swiftly to incidents across the site.</p>		Application form



HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





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RATCLIFFE

COLLEGE

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