



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: Security Attendant

Saint Ann's School seeks a reliable, observant, and community-minded Security Attendant to support the daily safety and security of the School community. Reporting to the Director of Security & School Safety, the Security Attendant provides security coverage throughout the School's campus, with primary responsibility for assigned elevator operations and additional responsibility for a variety of security posts and assignments throughout the school day.

This is an active security position requiring reliability, adaptability, and consistent attention to student and campus safety. Elevator coverage is a primary responsibility. The Security Attendant functions based on the operational needs of the School, including building entrances, street crossings, outdoor posts, parks and playgrounds, student movement between buildings, and other locations as directed. The position requires the ability and willingness to work independently in a variety of environments, including confined or close-quarters spaces and outdoors in varying weather conditions.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and approximately 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

DUTIES, RESPONSIBILITIES, AND REQUIREMENTS



The duties and responsibilities below are representative of the position and are not all-inclusive. Security assignments may change throughout the day based on student activities, staffing, events, emergencies, and other operational needs of the School.

Elevator Operations

- Staff assigned elevators and help ensure their safe, orderly, and appropriate use in accordance with school policies and procedures
- Monitor student and employee use of elevators and reinforce established elevator protocols
- Promptly report elevator malfunctions, safety concerns, or unusual conditions to the appropriate personnel
- Remain calm, vigilant, and responsive during elevator outages or other disruptions and assist with implementation of established procedures
- Maintain an orderly and professional environment while working in elevators and elevator lobby areas

Ancillary Security Assignments

- Provide security coverage at building entrances, lobbies, elevators, outdoor posts, parks, playgrounds, street crossings, and other locations as assigned
- Provide security outside of school buildings as needed and appropriate, including maintaining a visible security presence on neighboring streets during lunch hours, supervising students crossing streets between school buildings and while walking to and from the park during noon recreation, and accompanying Lower School classes to the playground
- Serve as a crossing guard or traffic-control presence at designated locations to support the safe movement of students, employees, and other members of the school community
- Provide security coverage at parks, playgrounds, and other off-site or outdoor locations used for School activities
- Assist with arrival, dismissal, student transitions, special events, and other periods requiring additional security coverage
- Move between posts and assignments during the workday as directed by the Director of Security & School Safety or designee
- Understanding that assignment to a particular elevator, entrance, or post does not limit the employee's responsibility to perform other Security Department duties when needed

Campus Safety & Security



- Maintain the safety and security of students, employees, and visitors and serve as a visible deterrent to unsafe behavior or conditions
- Greet and assist students, employees, parents/guardians, and visitors in a professional and welcoming manner while maintaining awareness of activity in and around assigned posts
- Monitor entrances and exits and follow school access-control and visitor-management procedures
- Conduct patrols or provide additional coverage as directed
- Identify and promptly report unsafe conditions, suspicious activity, unauthorized persons, disturbances, or other security concerns
- Respond appropriately to calls for assistance, alarms, emergencies, and other incidents
- Exercise sound judgment and request assistance or escalation when circumstances require it
- Assist administrators, employees, and students during emergency situations and participate in drills, evacuations, lockdowns, and other emergency preparedness activities
- Maintain accurate and timely security logs and incident reports as required
- Establish and maintain respectful and professional working relationships throughout the school community
- Perform other security-related duties as assigned

Position Requirements

- Maintain a current New York State Security Guard registration and complete all required New York State training
- Maintain current CPR, AED, and First Aid certification, or obtain certification within the timeframe established by the School
- High school diploma or equivalent
- Demonstrate reliability, professionalism, sound judgment, and a strong customer-service orientation
- Ability to remain alert and attentive throughout assigned shifts and posts
- Ability and willingness to rotate among security assignments based on the daily operational needs of the School
- Ability to work effectively in both indoor and outdoor environments, including close or confined spaces such as elevators and elevator lobbies
- Comply with all School and Security Department policies and procedures
- Familiarity with access control, CCTV, visitor management, and radio communications
- Willingness to work overtime (after-hours, weekends, and holidays) as needed



Accessibility & Physical Requirements

- Ability to stand, walk, and remain at an assigned post for extended periods
- Ability to work for extended periods in elevators, elevator lobbies, and other close-quarters or confined work areas
- Ability to work outdoors in varying weather conditions, including heat, cold, rain, and snow
- Ability to walk between school buildings and accompany students to parks, playgrounds, and other nearby locations
- Ability to safely supervise pedestrian movement and street crossings
- Ability to move throughout school buildings and grounds, including stairs and uneven surfaces, as part of routine security responsibilities and emergency response
- Ability to remain alert and responsive while performing stationary or repetitive assignments
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position

COMPENSATION

This is a full time, non-exempt staff position with an hourly rate range of \$21-23/hour, depending on qualifications, experience, and certification(s). This position is expected to work some evenings and weekends with overtime pay.

Because security guards are often accompanying students to various locations, Saint Ann's School provides security guards a monthly stipend for cell phone service. The primary purpose is to provide a means for the School to contact the security guard or for the security guard to contact the school regardless of location. Security guards should be available by phone throughout their shift since this is the primary means of communication.

TO APPLY

Interested candidates should submit their resume [to this link](#) by October 16. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School hires employees of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local



law, to all the rights privileges, programs, and activities generally accorded or made available to employees at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.