



## MADEIRA

### **Assistant Director of Safety and Security**

Founded in 1906, the Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills in the context of a college-prep liberal arts education.

The Madeira School is seeking a Assistant Director of Safety and Security to join the Facilities and Security Services department. The successful candidate will overall campus safety and security under the supervision of the Director of Security. Workdays anticipated to be Thursday through Sunday.

**Campus Tour:** Walking a predetermined route around campus to check on building security. Turning on/off campus lighting at predetermined times. Locking and unlocking buildings. Checking boilers, water levels, and other equipment to ensure they are functioning properly. Conducting fire and life safety tours and supervising fire drills. Checking on fire extinguishers, emergency lights and fire alarm panels. Directing traffic as needed. Performing minor maintenance repairs.

**Gate House Duty:** Oversee and support gatehouse personnel. Monitoring all individuals entering school campus. Directing visitors to proper locations on campus. Maintaining a security log. Operating the switchboard. Dispatching Facilities Services. Calling Police, Fire and Ambulance service. Notifying power and telephone companies when we are without power and phone. Notifying Director of Campus Safety of all incidents.

**Note:** Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work involves physical effort. Requires occasional handling of heavy objects and the ability to regularly stand, walk, and climb stairs in the performance of property inspections and management duties. Physically able to complete campus rounds on foot and work in inclement weather. Must be able to lift 35lbs. Limited exposure to physical risk.

#### Requirements

- High School diploma or GED required.
- 3-5 years of related experience required.
- Background in law enforcement or military a plus.
- Possession of a valid driver's license and a clean driving record.
- Ability to pass regular background and driving record checks.
- Must be able to work in an independent, unsupervised atmosphere.
- Strong communication and interpersonal skills.
- Computer proficiency and a willingness to learn additional programs.
- Willingness to work a flexible schedule; including evenings and holidays.
- Ability to investigate and prepare concise reports related to vehicle accidents, lost/stolen property and incidents occurring on campus.
- Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population.

To apply, please send your resume and cover letter to [hr@madeira.org](mailto:hr@madeira.org). Please include your name in the file name of any documents submitted.