



## Job Description

**Post:** Security Officer

**Responsible To:** Estates Manager

**Summary of Post:** To exercise responsibility for the security of the College premises

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### Specific Duties:

1. To provide onsite security to Campus and assist with the safeguarding of students/staff and visitors.
2. To provide some Caretaking duties as may be required to supplement those provided by the Caretakers.
3. To work as part of the Estates team in conjunction with other members of the team on rotating shift pattern.
4. To maintain a smart appearance whilst on duty. Suitable clothing will be provided.
5. To carry out occasional cleaning duties associated with outside letting as required.
6. To maintain safe working practices and a clean and safe working environment in accordance with health & safety legislation.
7. To participate in the College's Performance Review System.
8. Such other duties as may be required from time to time by the College that are within the level and responsibility appropriate to the grade of the post.
9. To provide front-line security. To liaise with the Estates Manager and to exercise responsibility for the security of the premises.
10. To attend to any part of the campus as necessary and deal with any inappropriate behaviour or incidents.

11. To liaise with the College Duty Manager/Incident Controller and Police in connection with any incidents, including theft and/or the removal of undesirables from the campus (inc buildings).
12. To carry out regular security patrols including the checking of student/staff cards throughout the corridors and common way entrances and communal areas.
13. To participate in the overseeing of the usage of the buildings and grounds. To have the ability to deal with vandalism and emergency repairs to the buildings.
14. To be vigilant, observant and deal with perimeter, building and security/parking defects directly or report to the Security Duty Officer to ensure the campus is secure.
15. To utilize CCTV monitoring systems and maintain its operational capability.
16. To deal with all staff and visitors in a courteous, helpful and efficient manner.
17. To maintain logs and schedules as may be required and directed.

#### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.

9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Effective IT skills	✓	✓	4
2.	Ability to manage systems such as CCTV	✓	✓	4
3.	Ability to prioritise workload	✓	✓	4
4.	Effective teamwork skills	✓	✓	4
5.	Ability to work unsupervised and be self-motivated	✓	✓	6
6.	Effective organisational skills and ability to work under pressure	✓	✓	6
7.	Effective communication and interpersonal skills		✓	4
9.	Commitment to Equal Opportunities	✓	✓	4
10.	Commitment to continued professional development	✓	✓	4
11.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6

Experience				
1.	Premises related experience	✓	✓	6
2.	Working knowledge of Health & Safety regulations	✓	✓	4
3.	Experience of security	✓	✓	6
4.	Ability to work shifts	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	SIA Badge holder including CCTV	✓	✓	6
4.	Qualified First Aider	✓	✓	4

### **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.



Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.