

PERSON SPECIFICATION  
SECURITY OFFICER

Full time - 52 weeks per annum (possibility of term time only – please specify in your application) – 36 hours per week plus occasional overtime

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

**ESSENTIAL**

**Experience and Skills**

- A successful track record of working on own initiative as well as part of a team
- Good IT skills (requirement to operate CCTV software and College database)
- Good listening skills
- Have an awareness of and be responsive to the needs of students in the 16-19 age range, in particular the ability to form positive and professional relationships with them
- Good interpersonal and communication skills
- Be flexible and have the ability to take the initiative
- The ability to prioritise and to work under pressure

**Professional qualities**

- Be well-organised, energetic and self-motivated
- Be hard working
- A flexible “hands-on” attitude to work
- A friendly, helpful approach to both staff and students
- Be willing to co-operate collaboratively with staff and assist both staff and students

**DESIRABLE**

- An affinity with 16-19-year olds
- Previous experience of working in a school or college, possibly in a similar or related role
- Previous experience of security responsibilities in some form
- A first aid qualification (training can be provided)