

## FURTHER INFORMATION SECURITY OFFICER

52 weeks per annum (possibility of term time only – please specify in your application) – 36 hours per week, plus occasional overtime (8.45am to 5pm Mon to Thurs, and 9am to 5pm Fri)

### **The Post:**

Safeguarding is the first responsibility of all members of the College community and it is the particular focus of the Security Officer team. Specifically, the Security Officer is responsible for working as part of a team to ensure a safe and secure College site. The position reports to the Director of Finance and Estates and the Assistant Principal-Student Services.

The role involves ensuring that there is a viable security presence across the College site, building a positive relationship with the student community, managing and completing reports on security concerns when they arise, making effective use of CCTV, liaising with local residents and, most importantly, ensuring that staff and students feel safe.

There are a clear set of daily priorities that have been established and these will be shared with the successful candidate. These are intended to provide broad guidelines and to help focus the role. They are intended to be used flexibly as no day in a College setting is ever the same.

The College is situated in a residential location close to Thames Ditton Railway Station and recruits students from over 100 different schools, spanning a wide geographical area. As a specialist sixth form college, our core mission is the education of 16-19 year olds on A level and BTEC National courses. We place much emphasis on providing a mature respect and tolerance. Security-related incidents are not common, but we occasionally experience the kind of issues you might expect of a College of 2000 students based in a residential area. Over time, we have found that the key to success in this role is to establish positive working relationships with our student community. More than once this has helped to deal with an issue before it becomes a significant problem.

Site security has been enhanced in recent years by the installation of automated gates at two of the three access points (entry requires the use of an ID card). The main entrance remains open access, in keeping with the overall culture of the College, but extensive CCTV coverage ensures a high level of security. A uniform, appropriate to the culture of a sixth form college, will be provided.

### **Hours:**

This full time post is 5 days per week, year-round. (8.45am – 5pm Mon to Thurs, 9am to 5pm Fri) – (Possibility of term time only – please specify in your application). The role is to start as soon as possible. Overtime will be required to provide support during large events, for example Open Evening and parents' evenings.

### **Salary:**

Actual salary will be £24,514 per annum, inclusive of fringe area allowance, for a full-time role.

### **Annual Leave:**

22 days plus bank/public holidays for full time staff, increasing to 25 days after 5 years continuous service.

**College Year:**

The College year runs for a period of twelve months from 1<sup>st</sup> September – 31<sup>st</sup> August, with the Autumn term often starting in the last week of August. Working hours for full time staff are 36 hours per week, 8.45 – 5.00 pm (Mon – Thurs) and 9.00 -5.00 pm (Fri) excluding lunch breaks.

**Applications:** Completed application forms should be returned to:

The HR Manager  
Esher Sixth Form College  
Weston Green Road  
Thames Ditton  
Surrey KT7 0JB

Email: [jobs@esher.ac.uk](mailto:jobs@esher.ac.uk)

**Closing Date: 12 noon, Thursday 22<sup>nd</sup> June 2023**  
**Interviews Thursday 29<sup>th</sup> June 2023**