

## Job Description

**Job Title:** Security Officer (full time)

**Line Manager:** Director of Finance and Estates and Assistant Principal – Student Services

### Summary of Job

To provide a continuous security service during the College working day, working as part of a security team.

### Responsibilities

1. To work as part of the security team patrolling the site and premises regularly and to maintain an obvious, continuous and visible presence during the College working day. (With special attention given to the outside areas of congregation, the LRC and the Café)
2. To build a positive relationship with the student community. To be able to identify our students such that intruders on site can be identified and dealt with appropriately.
3. To monitor car parks and driving standards, including the student car park and the staff car park, and check and issue permits as required.
4. To learn how to use databases for students and how to issue and print student ID cards.
5. To learn how to work the CCTV system and monitor it, saving relevant excerpts for later/police use.
6. To manage the booking and maintenance of the College minibus.
7. To act as a point of contact and liaise with police and other stakeholders regarding the prevention of, and response to illegal activity on the premises.
8. To detect and deal with intruders and call for assistance as required, including asking anyone on site to verify their presence by producing their ID card.
9. To assist the Caretaker and other staff with estates duties at peak times, and the arrangements for car parking on specified College functions.
10. To work with the Director of Finance and Estates in responding to concerns raised by local residents and to ensure harmonious relationships with the local community are maintained.
11. To complete training in First Aid and be on call to act as a First Aider during the College day.
12. To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
13. To do other tasks as reasonably requested by the Principal, Assistant Principal – Student Services or Director of Finance and Estates from time to time.

**Point 10 of support staff pay scale- £23,367.00, plus fringe area allowance of £1,147.00. Full time. To start as soon as possible.**