

## Job Description – Security Officer

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| Role Title: Security Officer  | Salary: Business Support Grade 6 £24,638 - £26,895<br>Actual Salary: £21,602.31 - £23,581.22 |
| Normal Place of Work: Ashley Down   | Line Manager: Community Campus Lead  |
| Normal Working Hours: 37 hours (Term time only) 38 weeks with a Wednesday evening requirement until 8pm | Responsible For: No Line Management Responsibilities   |

### Purpose of role

Your responsibilities will include being a visible security presence at our reception, where you will greet and assist visitors, staff, and students. You'll ensure compliance with our security procedures, offering a friendly and professional service at all times. In addition, you will conduct regular security patrols across the building, grounds, and car parks, monitoring for any potential risks and reinforcing the college's rules and regulations.

As a Security Officer, you will also be responsible for responding to emergencies, alarms, and security incidents, taking swift and appropriate action when needed. You will record activity and incidents in-line with our college procedures & work closely with other members of the facilities team, and provide emergency first aid when required.

An important aspect of this role is your commitment to health and safety, not only for yourself but for those around you. You will also play a part in safeguarding the welfare of children, young people, and other vulnerable individuals you may come into contact with.

You will need to demonstrate strong communication skills, a calm and confident approach to emergencies, and a customer-focused attitude. Previous experience in security or a similar role would be an advantage, although full training will be provided.

### Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

## College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

## What will the job entail?

You will assist in a variety of areas, including:

- Monitoring security throughout the campus, ensuring adherence to safety procedures and providing a visible security presence.
- Safeguarding the welfare of young people, vulnerable adults, staff, and visitors, ensuring everyone is in a secure environment at all times.
- Assisting at our reception area, responding to enquiries from visitors, students, and staff in a customer-focused and professional manner.
- Building and maintaining excellent working relationships with colleagues, students, and stakeholders, both internally and externally.

## Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

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| Community Campus Lead                       | You will work closely with the community campus lead at the Ashley Down site. The community campus lead will direct you to be a presence at various different on-site events and update them on the key themes of focus which can be ever changing. |
| Front Line Team Leader and reception staff. | The frontline team will need to have a close relationship and close contact with you to ensure that when they request for support, it can be a timely response.   |
| Estates and services team                   | There may be times where you will need to work closely with the on-site estates and services team to ensure a collective response can be co-ordinated.  |

## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

| Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| A good general education to level 2, including English and Maths.                        | ✓         |           |
| Recognised First Aider or working towards.   |           | ✓         |
| Level 2 in a post related subject or working towards.                                    |           | ✓         |
| SIA License or Equivalent relevant qualification or working towards                      |           | ✓         |
| <b>Knowledge &amp; Experience</b>  |           |           |
| Experience of working within a security, facilities or caretaking role.                  | ✓         |           |
| Experience of working within a role involving communicating effectively with the public. | ✓         |           |
| Experience of working within an Educational setting.                                     |           | ✓         |
| Good understanding of emergency systems and procedures.                                  |           | ✓         |
| Experience of assisting people with learning difficulties.                               | ✓         |           |
| Knowledge of Health and Safety.  | ✓         |           |
| Knowledge of Safeguarding.   | ✓         |           |
| Knowledge of the Prevent agenda.   | ✓         |           |
| <b>Skills and Abilities</b>  |           |           |
| Excellent communication skills.  | ✓         |           |
| Be able to work cooperatively with colleagues and supervisors as part of a team.         | ✓         |           |
| Be able to work alone.   | ✓         |           |
| Be able to make decisions whilst under pressure.   | ✓         |           |
| Reliable and flexible.   | ✓         |           |
| Polite and willing to help others.   | ✓         |           |
| Ability to keep calm under pressure.   | ✓         |           |
| Understand IT and use of computer systems.   | ✓         |           |