

## JOB DESCRIPTION

**JOB TITLE:** Community Security Officer

**REPORTING TO:** Head of Centre

### A JOB PURPOSE

The Community Security Officer will be required to actively promote good relationships with students on a daily basis, be able to empathise with students of all ages and abilities and contribute to providing a safe and secure College environment.

Ideally candidates should have experience of working with young people and / or the general public. They should have excellent communication skills and be prepared to undertake training as required. Candidates should be IT literate.

### B KEY TASKS

- Undertake a range of activities around the college campus designed to ensure our students, staff and visitors are safe and secure
- Develop positive professional relationships with the student body
- Work with college management to sensitively manage any incidents relating to matters of security or breaches of the student code of conduct
- Provide monitoring of internal areas – e.g. front of house, corridors, The Hub
- Provide monitoring of car parks and other external areas
- Ensure the safety of students arriving and leaving college
- Monitor CCTV systems when directed
- Assist in ensuring college polices are adhered to in respect of Security, Health & Safety, Fire Regulations, No Smoking, and Car Parking
- Provide First Aid support if and when necessary (be willing to undertake a First Aid @ Work course)
- Maintain accurate records and logs of incidents
- If required liaise with parents/guardians and other stakeholders
- Liaise closely with Line Manager and other team members on a daily basis
- Provide regular reports for Senior Management
- Liaise, if necessary, with outside agencies including the Police Community Support Team
- Assist other members of the Premises Team with the preparation of the college campus for internal and external events
- Be flexible in approach to daily duties in response to college need, particularly outside college terms
- Carrying out any other appropriate duties as requested by the line manager or Principal

### C PERSONAL / PERFORMANCE REQUIREMENTS

- Commitment to The College's mission and an understanding of and empathy with the aims of the College and its ethos
- An interest in working with young people within an educational setting
- First class inter-personal and organisational skills
- Confidence to communicate clearly and accurately with staff / parents and visitors
- An understanding of the need for good public relations
- Able to adopt a sensitive approach to difficult situations

- A friendly and approachable manner but with the ability to be “firm but fair” if necessary
- An understanding of the importance of Health & Safety Issues
- An ability to undertake some physical tasks including lifting and handling
- A willingness to be flexible in respect of working hours and to accommodate occasional call outs
- Reliability and punctuality essential
- Confident in enforcing college policies
- Committed to producing high quality work
- Good ICT skills
- Ability to work on own initiative, with minimum supervision, and as part of a team
- Able to work flexibly
- Good time management
- Able to meet deadlines and work under pressure but retain a sense of humour
- Appreciation of the necessity for confidentiality
- Willing to undertake training as required

#### **D HEALTH AND SAFETY / EQUALITY & DIVERSITY**

Understands personal obligations under the requirements of the college policies and procedures, particularly health and safety, equality and diversity, confidentiality and computer usage.

#### **E TRAINING**

- Seeks constantly to develop own potential, knowledge and ability
- Take part in staff development as appropriate
- Take part in the annual performance review process