

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Security Officer
Responsible To:	Security Supervisor
Department:	Security
Salary Grade:	Grade B

JOB ROLE

To ensure the safety of staff, students and visitors whilst using the College premises and facilities and the security of the buildings, grounds and property under the ownership or control of Sandwell College.

Responsible for promoting an optimal learning environment and acting as a deterrent to unsafe or unacceptable behaviour by patrolling the College, monitoring learner behaviour and enforcing College policies.

Responsible for monitoring security cameras to oversee the safety and security of learners, staff and College assets.

Responsible for assisting visitors, including checking of visitor passes and escorting unauthorised visitors from campus.

KEY DUTIES

No	Description of Duties
1	Promote an optimal learning environment by providing high visibility throughout the College, acting as a deterrent to unsafe or poor behaviour by patrolling the College, monitoring learner behaviour and enforcing College policies
2	Monitor learner behaviour during college hours liaising with duty managers
3	Discuss / mediate / investigate infractions with learners/ visitors, providing written reports to the Occupational Health Safety and Security Manager
4	Assist visitors/ contractors and issuing passes. Escort unauthorised visitors from campus

5	Monitor security cameras when required to oversee the safety and security of learners, staff and College assets
6	Provide first aid 'first responder' support to the college as and when required
7	Assist the Occupational Health Safety and Security Unit in the development and implementation of the College security policy
8	To keep records of the interventions made with individual learners, in line with the college Incident/ accident recording procedure
9	Report unsafe conditions and potential H&S issues
10	To comply with the policies and procedures of the College
11	Other relevant duties as required by the Occupational Health Safety and Security Manager

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Campus Security Officer

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A First Aid at Work Certificate and demonstrate the ability to respond to incidents/ accidents when required	YES	
1.2	Relevant SIA qualification	YES	
1.3	GCSE Maths and English at grade C or above		YES
1.4	Full First Aid at Work Certificate		YES
2. Experience			
2.1	Recent and relevant experience in a same or similar role and can demonstrate good communications skills with persons on all levels	YES	
2.2	Recent and relevant experience of working within a team with the ability to organise, prioritise, set targets and achieve deadlines. Is well motivated and undertakes duties to a high standard.	YES	
2.3	Customer Service knowledge/experience	YES	
3. Skills/Abilities			
3.1	To show a caring and to demonstrate a commitment to the success of learners within a safe and positive learning environment	YES	
3.2	Demonstrates a commitment to support a customer focused and learner centred educational experience.	YES	
3.3	Works collaboratively across boundaries in partnership with colleagues to enhance the learner experience.	YES	
3.4	Well-developed interpersonal skills and the ability to communicate effectively and appropriately with people from a wide range of backgrounds in a professional manner.	YES	
3.6	Must be physically fit to meet the demands of the role and be prepared to undertake a pre-employment medical in relation to this.	YES	
3.7	Demonstrates a skills disposition to be flexible including being part of the on-call system, paying attention to detail with the ability to work to deadlines and under pressure.	YES	
3.8	Has the ability to absorb new procedures and techniques and is willing to undertake further training to enhance knowledge of the role	YES	
3.9	Well-developed and effective communication and team working skills with the confidence to deal with others at all levels.	YES	

4. Qualities			
4.1	Commitment to CPD and excellence in service delivery.	YES	
4.2	Demonstrates a commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda.	YES	
4.3	Accepts and actively supports the College's agreed values and principles	YES	
Shortlisting Criteria		Essential	Desirable
4.0	Ability to produce meaningful incident/ accident reports for use inside and outside the Department	YES	