**Job Description:**

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| **Post:** | **Facilities Security** |
| **Salary Grade:** | Grade 3 FTE: 8 37 hours per week, 36 weeks per year  |
| **Responsible to:** | Facilities Coordinator |
| **Responsible for:** |  |

**Key Purpose:**

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| **1** | To be responsible to the Head of Facilities for the Physical Security throughout the South Downs Campus.  |
| **2** | To be responsible for ensuring that only those attending South Downs Campus are the staff, students and visitors who should be on Campus |
| **3** | To be responsible for eradicating any trouble hot spots or areas where undesirable behaviour or activities take place. |

**Key Responsibilities and Accountabilities:**

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| **A** | To police the wearing of College lanyards by all staff, students and authorised visitors. |
| **B** | To be responsible for the removal of all unauthorised personnel from the College grounds. |
| **C** | To be the first response to all security issues during working hours. |
| **D** | To source trouble hot spots, initiate regular patrols and placate individuals who are demonstrating undesirable or disruptive behaviour with the aim of neutralising the trouble hot spots. |
| **E** | To derive and implement measures that would reduce bike thefts. |
| **F** | To patrol areas from/to the car parks from/to classrooms where evening classes are taking place. |
| **G** | To respond to all emergency incidents assisting the Facilities Team as required. |
| **H** | To liaise with Reception regarding routine security enquiries and issues. |
| **I** | To carry out routine and irregular patrols of the campus grounds |
| **J** | To monitor the CCTV footage at irregular periods throughout the day. |
| **K** | To report all CCTV access requests to the College Line Management. |
| **L** | To carry out other relevant facilities duties as and when required and requested by the College Line Management. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within Health, Safety And Environmental guidelines and be aware of responsibilities for staff and college alike. |
| **4** | Adhere to College policies and procedures. |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Term Time Work Pattern:**

Monday to Thursday: 08:30 – 17:00 (1hr break total for Tea/lunch)

Friday: 08:30 – 16:30 (1hr break total for Tea/lunch)

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Good general education to include Maths and English to Grade C, or willingness to undertake. | Y |  | A |
| 2 | Security Industry Association qualification in physical security Level 3 certification | Y |  | A/I |
| 3 | Security Industry Association CCTV Level 2 certification or willing to undertake | Y |  | A/I |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 4 | Knowledge and understanding of CCTV systems | Y |  | A/I |
| 5 | Experience of working within an education environment | Y |  | A/I |
| 6 | Knowledge of the GPDR and experience of adhering to CCTV Codes of Practice. | Y |  | A/I |
| 7 | Experience in deriving a site patrol schedule that covers trouble hot spots and is flexible to changing circumstances. | Y |  | A/I |
| 8 | Experience in dealing with security incidents | Y |  | A/I |
| 9 | Experience with responding to emergency incidents | Y |  | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 10 | Excellent customer service skills. | Y |  | A/I |
| 11 | Ability to deal tactfully and effectively with a wide range of customer. | Y |  | A/I |
| 12 | Excellent interpersonal skills with the ability to communicate and liaise at all levels. | Y |  | A/I |
| 13 | Flexible approach and helpful attitude to staff, students and visitors. | Y |  | A/I |
| 14 | Diligent, professional and flexible | Y |  | A/I |
| 15 | Ability to work under pressure. | Y |  | A/I |
| 16 | Able to work on own initiative.  | Y |  | A/I |
| 17 | Commitment to and promotion of a culture of equality and diversity, respectful of all. | Y |  | A/I |
| 18 | Ability to travel independently between college sites as required |  | Y | A/I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment