

## **STANMORE COLLEGE**

### **SECURITY OFFICER**

(Full time, 36 hours per week, through the year)

We are looking for a Site Security Officer to encourage and ensure on-site security and appropriate student conduct in line with the College rules and to assist with general site maintenance duties.

Candidates must have recent experience of security work, preferably with young people, and a Level 2 qualification/Door Supervisor's certificate.

#### **Staff Benefits**

- Staff Development & Training Opportunities
  - 50% discount on college run courses (Adult Guide)
  - Generous pension scheme
  - Generous holiday leave entitlement, plus bank holidays
  - Season ticket loan
  - Free on-site car parking
  - On-site cafeteria and coffee outlet (Costa Coffee)
  
- Health & Wellbeing
  - Free independent telephone counselling service with our Employee Assistant Programme
  - On-site Counselling service
  - Free on-site gym
  - Various evening well-being classes
  - Cycle to work scheme

Salary: Band F, points 17 - 20, £24,388 - £26,463 per annum

Closing date for applications is Tuesday, 31<sup>st</sup> January 2023

Interviews will be held on Monday 13<sup>th</sup> February 2023

## **STANMORE COLLEGE**

**POST:** **Security Officer**  
(Full time, 36 hours per week, through the year)

**REPORTING TO:** **Head of Estates**

### **Purpose of the Job**

To encourage and ensure on-site security and appropriate student conduct in line with the College rules and to assist with general site maintenance duties.

### **Main Activities**

1. Monitoring student activity and conduct on the College site, intervening where necessary, to ensure that behaviour complies with the Code of Behaviour.
2. Controlling access to the College site, identifying intruders present and taking action as required.
3. Locking and alarming the college buildings and grounds.
4. Covering the absence of other security staff.
5. Patrolling the site through the day, as required, focussing on main areas of student activity, entry and exit points.
6. Responding to requests from local residents (via the College or direct) to assist with student incidents and accompanying College managers patrolling streets neighbouring the College, ensuring students remain safe and behave appropriately.
7. Assisting with keeping the College site clean and tidy at all times, including bin emptying and litter collection, where required.
8. Providing assistance and guidance to site visitors seeking directions or information.
9. Assisting maintenance staff as required on any sites at which the college operates.
10. Undertaking security patrols outside term-time as well as assisting with general site maintenance.
11. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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**STANMORE COLLEGE****PERSON SPECIFICATION****JOB TITLE:** Site Security Officer**DEPARTMENT:** Estates

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
Level 2 qualification	Application form/certification
SIA Door Supervisor's certificate	Application form/ certification
First Aid Certificate or willingness to obtain	Application form/ certification
<b>EXPERIENCE OF:</b>	
Recent experience of security work, preferably involving young people	Application form/ supporting statement/reference
<b>KNOWLEDGE OF:</b>	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Security routines	Supporting statement/ interview
Basic health and safety principles	Supporting statement/ interview
<b>SKILLS:</b>	
Communication skills, both verbal and written	Application form/ supporting statement/ interview
Good observational skills	Supporting statement/medical assessment
General maintenance skills	Supporting statement/ interview
<b>ABILITY TO:</b>	
Work on own initiative and without direct supervision	Supporting statement/ interview
Understand and carry out instructions	Supporting statement/ selection task/ interview
Work independently and as a member of a team	Supporting statement/ interview
Respond to the needs of others in an efficient and friendly manner	Supporting statement/ selection task/ interview
Act calmly and rationally if provoked	Supporting statement/ interview
<b>PERSONAL QUALITIES</b>	
Flexibility and adaptability	Interview
Reliability	Interview
Good Physical Health/resilience	Interview/medical assessment
Commitment to continuous personal development	Application form/ supporting statement/ interview
Willingness to travel to other sites	Supporting statement/interview