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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Security Officer – 12 month Fixed Term

**Department:** Facilities Management

**Hours of Work: Normally 8am to 8pm and 8pm to 8am, 4 days on, 4 days off on a rolling rota.** Weekend and evening working will be required.

**Responsible to: Facilities Manager**

**Salary / Scale: Business Support Band 6 £11.26 per hour (pro rata to £23,631.92 per annum)**

**Date of Issue: August, 2023**

**Organisation Chart:**

Director of Estates & Facilities Management

Facilities Manager

Security Officers

1. **Aims and Purpose of the Post**
	1. **To e**nsure the security, safety and welfare of students, staff and visitors at Moulton College.
	2. **To provide a visible security presence across the site and positively engage with College students, staff and visitors.**
2. **Specific Responsibilities**
	1. **Managing and responding to incidents as they arise, including fire alarms, first aid and health and safety incidents.**
	2. **Proactive monitoring of CCTV and alarm systems.**
	3. **Managing access control – for employees, visitors, students and contractors.**
	4. **Providing an efficient and professional front of house service, with a large focus on checking ID passes on site.**
	5. **Patrolling the buildings and grounds to deter and detect problems on foot.**
	6. **Responding to colleague requests and queries.**
	7. **Maintaining and improving our quality control standards and security procedures.**
	8. **Auditing, identifying and reporting Health & Safety issues and carrying out advanced first aid if necessary.**
	9. **Maintaining records including incident reports using computer – and paper-based systems.**
	10. **Car park duties, including maintaining and controlling access, CCTV monitoring and patrolling on foot.**
	11. **Front of house duties, including welcoming visitors and contractors.**
	12. **Perform reception duties outside of core business hours.**
	13. **Act as backup to the Student Welfare team with a focus on mental health first aid and safeguarding.**
	14. **Ensure the safety of staff, visitors and the college property.**
	15. **Act within the authorities set out by management and Moulton College working procedures.**
	16. **Promote the college and the Security team in a positive manner and lead by example.**
	17. **Attending meetings, courses etc. considered to be of benefit to the College and the individual.**
	18. **To promote and adhere to the College’s Safeguarding Policies and Procedures.**
	19. **To promote and adhere to the College’s Health & Safety Policies and Procedures.**
	20. **To manage student conduct in accordance with College policies.**
	21. **Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.**
	22. **The active promotion of and commitment to best practice in equality, diversity & inclusion.**
	23. **Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.**
	24. **Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.**

**This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and any subsequent changes will be carried out in consultation with the post holder. All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.**

**Core Benefits:**

**Local government Pension Scheme Health Cash Plan (subject to conditions)**

**33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses**

**Corporate uniform Free on-site parking**

**Subsidised catering High Street Discounts**

**On-site gym Cycle to work scheme (subject to conditions)**

**(\*\* = pro rata for part time)**

**I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.**

**Signed (Employee):…………………………………… Date:………………………………………..**

**POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION**

**Person Specification; Security Officer**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| SIA Door Supervision (DS) or SIA Security Guarding (SG) licenses  | X |  |
| SIA CCTV Licence – training can be provided | X |  |
| Driving licence with less than 6 points  | X |  |
| A pro-active approach to security | X |  |
| Ability to work in a team that performs to high standards |  | X |
| Strong customer service skills and experience  |  | X |
| Excellent communication, organisation and interpersonal skills | X |  |
| Qualified First Aider (or willingness to train as a designated first aider) | X |  |
| **Experience & Knowledge** |  |  |
| Experience of working in Education or similar environment |  | X |
| Experience in a customer-facing role, ideally in Security | X |  |
| Good IT and administration skills |  | X |
| Experience of working with young people |  | X |
| **Ability / Skills** |  |  |
| Effective communication skills | X |  |
| Ability to follow and interpret agreed policies and procedures | X |  |
| Ability to adopt a problem solving approach to issues | X |  |
| Ability to make decisions using own initiative | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly and the ability to undertake extra hours if required |  | X |
| Evidence of ability to improve customer satisfaction |  | X |
| Strong team player | X |  |
| Ability to demonstrate a commitment to the ethos of continuous improvement | X |  |
| The ability to remain calm and professional under pressure | X |  |
| Commitment to Equality, Diversity & Inclusion initiatives | X |  |
| Good time management skills | X |  |
| In good health | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure  | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |
| Five years’ of verifiable history and references | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.