Job Description

Security Officer

Waltham Forest College

INTRODUCTION

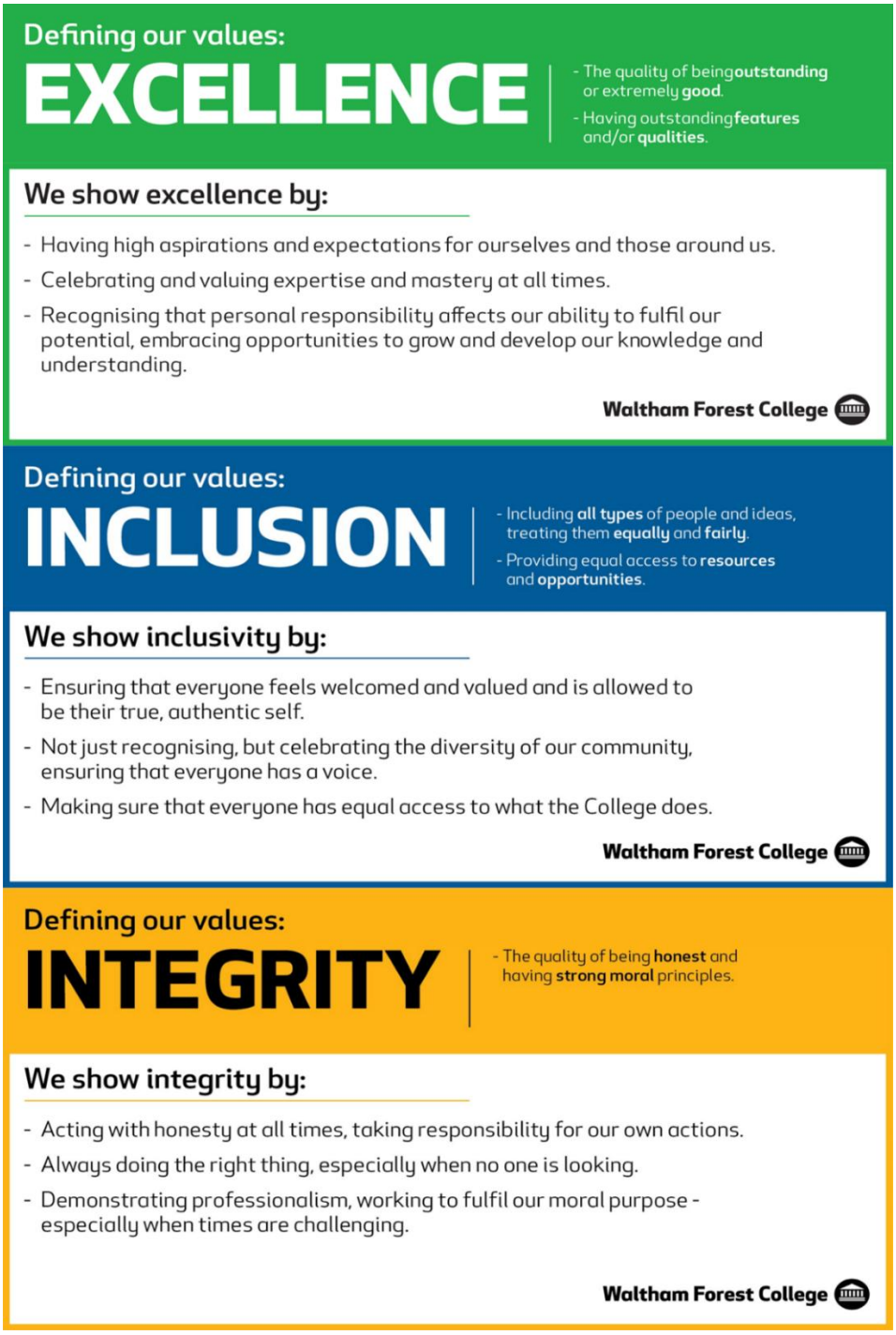
OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES



JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Security Officer
Department	Estates
Pay Spine	Support Scale 4
Post Reports To	Security Manager

POST OUTLINE:
To work as part of a team maintaining the security and order of the College and its premises, providing a safe environment for students, staff and others.

MAIN TASKS:

1. To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.

2. To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.

3. To implement College policies and procedures concerning the behaviour of students and other persons at the College and its premises.

4. To ensure only authorised persons enter the College premises.

5. To unlock and lock College premises and ensure all College property is secured.

6. To patrol on an on-going basis the College and its grounds to prevent any trespassing or damage or theft of College property.

7. To report on any security incidents both verbally and in writing.

JOB ACTIVITIES:

1. To ensure only authorised persons enter the College buildings and grounds, checking students identification and giving directions to the public

2. To operate the College's access control and other security systems

3. To implement College rules and regulations concerning the behaviour of students or other persons at the College, including the management of any incidents of disorderly conduct

4. To assist in the process of checking the validity of staff/students on College premises and be alert to any suspicious behaviour or items

5. To remove lawfully any disorderly persons and students (if practicable following consultation with a senior member of staff) from the College and its premises

6. To make reports of all incidents in line with the College's security procedures

7. To keep a daily log, investigate as appropriate all disturbance, any incidences, vandalism or theft and pass the details to the Security Supervisor on a timely basis as set out in the College's procedures

8. To attend College disciplinary meetings and to prepare statements as required. To attend court proceedings as a witness if required

9. To patrol the College building and grounds, checking that the building is locked up after staff and students have left and all property is secured

10. To patrol on an on-going basis the College sites to prevent any damage or theft of College property

11. To monitor and manage vehicle traffic and car parking on site and to ensure only authorised users can enter into College car parks

12. To assist in the evacuation of staff and students from the College in an emergency and assist with fire drills

13. To prevent any vandalism and potential fire hazards, liaising with the police authorities or fire authorities where assistance is needed, and report any incident

14. To be the first point of call to administer first aid and liaise with ambulance services as required

15. To undertake alarm tests and report any premises and maintenance defects as appropriate to support the College's planned preventative maintenance programme

16. To transport any valuable property or cash both within or if required outside of the College sites, and escort College staff with cash as required

17. To support College activities including promotions, enrolment, open days and student events in liaison with other staff and the College Students' Union

18. To undertake additional duties to cover the absence of a member of the Security Team including evening and weekend duties

19. To carry out any other duties appropriate to the grade of the post as determined by appropriate College Managers

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

Be a positive ambassador for the College at all times.

To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.

Adhere-to the College policies, codes, procedures and frameworks.

Undertake continuing personal and work related professional and skills development.

Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.

Be a positive role model in terms of supporting and promoting equality & diversity.

Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.

Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.

Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

Person specification

Essential/Desirable criteria will be identified at*	AF	I	A
EDUCATION AND TRAINING			
• Good standard of education including Level 2 English and Maths	E		
• Security related training	E	E	
• First Aid Training (or willingness to be trained)	E	E	
• Current Security Industry Authority Licence	E		
EXPERIENCE			
• Experience of working effectively with a number of diverse groups of people, particularly young people	E	E	
• Experience of working within established procedures and guidelines	E	E	
• Experience in using IT packages	D	D	
• Experience in using Security Technology	D	D	
• Experience within a security position or similar working situation	E	E	
SPECIAL ABILITIES AND APTUTUDE			
• Able to take a proactive role and to make a positive contribution to the team	E	E	
• Good verbal communication and people skills		E	
• Good written communication skills	E	E	
• Ability to deal with difficult situations calmly and proactively	E	E	
• Current driving licence	D		
• Able to deal with varied deadlines and work under pressure	E	E	
• Ability to perform general Security Officer tasks	E	E	
OTHER REQUIRMENTS			
• Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
• Commitment to working with diversity and a range of ability levels	E	E	
• Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
• Flexible approach to hours and duties		E	
• Ability and willingness to undertake continuous professional development	E	E	
• To have strong sense of purpose and the drive to achieve agreed goals		E	

* **Key:** AF = Application Form, I = Interview, A = Assessment