JOB DESCRIPTION

Job Title:	**Security Officer**
Responsible to:	**Head Of Security**
Department:	**Security**
Salary Grade:	**Grade C**

JOB ROLE

In your role of Security Officer you will ensures the safety and security of staff, students, visitors, and College property by patrolling premises, enforcing College policies, and maintaining a safe learning environment. This role also involves managing visitor access and escorting unauthorised individuals from campus.

KEY DUTIES

1	Promote an optimal learning environment by providing high visibility throughout the College, acting as a deterrent to unsafe or dangerous 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 as they occur with learners/ visitors, providing written reports to the Security Manager.
4	Assist visitors/ contractors and issuing passes. Escort unauthorised visitors from campus.
5	Have a sound understanding of how body worn cameras are used and radios to promote communication.
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 Security Manager.
12	Support the search and educate policies in operation over the campuses to ensure we operate a safe learning environment.
13	Maintains CPD requirements of the college including holding a current SIA certificate, smart log training schedule, MAPA (or equivalent) certificate and first Aid at Work certificate.

14	Contribute to all department and college-based development strategies to ensure we meet the changing demands of the role this may include working from a different site for a period of time.
15	Work over a range of sites in response to the business need of the college.
STANDARD CLAUSES – All Job Descriptions	
All employees of Sandwell College are required to:	
1	Comply with all College policies, procedures, and codes of practice.
2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

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

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	Full First Aid at Work Certificate (or willing to achieve the qualification within 6 months)	X	
1.2	SIA Door Supervisor Qualification	X	
1.3	GCSE Maths and English at grade C or above		X
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	X	
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	X	
2.3	Customer Service knowledge/experience	X	
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	X	
3.2	Demonstrates a commitment to support a customer focused and learner centred educational experience	X	
3.3	Works collaboratively across boundaries in partnership with colleagues to enhance the learner experience	X	
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	X	
3.5	Must be physically fit to meet the demands of the role and be prepared to undertake a pre-employment medical in relation to this	X	
3.6	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	X	
3.7	Has the ability to absorb new procedures and techniques and is willing to undertake further training to enhance knowledge of the role	X	
3.8	Well-developed and effective communication and team working skills with the confidence to deal with others at all levels	x	

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