Job Description and Person Specification

Student Security Assistant

Salary:	**£23,709 pa inclusive** **This is a spot salary, there is no entitlement to annual increments**
Hours:	**39 hours per week** **Shifts will reflect hours indicated below. Precise shift pattern will be determined on appointment**
Leave:	**25 days plus public holidays plus up to 3 days Christmas efficiency closure**
Reports to:	**Skills & Logistics Centre Security Supervisor**
Location:	**This post will be based at the Skills & Logistics Centre, Feltham**

The purpose of the post is: Security Officers are responsible for the overall safety and security of the College. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the College, the Student Security Assistant is actively involved in the progressive discipline system and provides the first line of defence to defuse and de-escalate student misconduct and/or serious incidents.

The post holder will be working on a shift system operating Monday to Friday: 08.00 – 22:00, during college terms. Outside term-time, hours are limited to day time. Hours may change from week to week. The post-holder will be expected to take all leave outside college term-time except in an emergency or exceptionally by agreement with their manager.

The main duties and responsibilities are:

Campus Security & Access Control

1. Securely Opening and Closing the building each day, this includes deactivation of intruder alarms, providing appropriate access control to all College site for students, visitors and contractors

2. Controlling access to student, staff and visitor car parks. Checking incoming goods deliveries, storing securely and signing for deliveries where necessary.

3. To adequately supervise people and property by enforcing rules and regulations to prevent illicit activity and make the College a safe environment. Monitor points of access in a building to allow entry only to individuals with the correct identification or authorisation.

4. Effectively operate a variety of equipment including portable radios, computers, CCTV, Intruder, Fire and access control systems.

Student Behaviour & Activities Management

5. Assisting other College staff in encouraging the good behaviour, punctuality and attendance of students.

6. Assisting with the supervision of student activities in the common room and sports areas.

7. Helping to supervise student extra-mural events during the normal day and, occasionally, out-of-hours.

8. Reacting immediately to incidents and disturbances in the College according to procedures, carry out Campus incident disciplinary which includes written reports, carry out disciplinary hearing with a Manager.

9. Patrolling the grounds and common areas to maintain good student behaviour on campus and in the environs of the College.

General Duties

10. Receiving of mail, parcels and/or goods and support the onward delivery of such items as needed, including the movement of cash. Completion of all associated paperwork to comply with delivery procedures.

11. Provide first aid cover to students, staff and visitors and carry out emergency procedures as instructed.

12. Carry out other general duties, including housekeeping, furniture moving and other minor manual tasks as required.

13. Promote a positive and welcoming image of the college at all times, whilst in contact with students, staff, employers, contractors, professional bodies and visitors.

14. To follow, uphold and promote all College policies, procedures and controls, including but not limited to Health & Safety, Finance & Equal Opportunities.

15. To maintain confidentiality of information acquired in the course of undertaking duties for any member of staff, students or department of the college and adhere to the College's Data Protection Policy and the Data Protection Act 1998.

16. Work flexibly in order to satisfy the organisational needs, including enrolment and occasional evening or weekend work.

17. Carry out other reasonably comparable duties that may be required from time to time.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have qualifications in youth or security work to NVQ2 or equivalent.

2. Have extensive experience of working in access control/security or working with young adults in a supervisory role in youth/social/sport work.

3. Have good communication and team-working skills and be able to relate positively to students.

4. Be willing to undertake training and development as required within the role.

5. Be able to calm down situations and prevent escalation into physical violence.

6. Be able and willing to deal with occasional difficult situations involving confrontation and physical force.

7. Be able to assist with lifting and carrying furniture, equipment etc.

8. Have a recognised first aid qualification or be prepared to undertake training.

9. Have an awareness of safeguarding and prevent within an educational environment.

10. Have an awareness and understanding of equal opportunities.

Equal Opportunities

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: **1pm, 30 November 2017**
Reference no: **6SEC005**
Interview date: **11 December 2017**

Conditions of Service

Contract:	Permanent Full time
Salary:	£23,709pa inclusive Please note this is a spot salary and there is no entitlement to annual increments
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	39 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.