

JOB DESCRIPTION

POST TITLE:	Security Officer/Caretaker
GRADE:	Harmonised Salary Scale Point 15 - 16
RESPONSIBLE TO:	Facilities Assistant Manager/Operations
RESPONSIBLE FOR:	The day-to-day security and caretaking function of the College, its grounds and people there in, supporting the College in its vision to become and sustain outstanding.
DIRECTORATE:	Facilities
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year

DUTIES AND RESPONSIBILITIES

1. To provide a high level of customer service at all times.
2. Maintain the security and safety of the premises and grounds and the security and safety of students, staff, visitors and property, by the use of different security methods, techniques, equipment and technology.
3. Be a member of the College First Aid Team and as such responding to First Aid incidents as a qualified First Aider.
4. Be a College "Fire Warden" and as such carrying out the duties in accordance with the College fire procedures.
5. Liaise with the Facilities Assistant Manager/Operations regarding security and caretaking matters and other related issues including reporting any faults in the College fabric and furnishing.
6. Liaise with outside agencies and if required attending court regarding security matters and other related issues.
7. Be on call for alarms and incidents out of normal working hours both within and out of the call out rota.
8. Test security alarms and equipment, fire safety/detection equipment and emergency lighting. Report all failures of equipment tested to the relevant person/s and recording the test findings in accordance with College procedures.
9. Removal of persons trapped in lifts.
10. Maintain the cleanliness of the College as a whole.
11. Set out, remove and relocate furniture as required.
12. Clean and remove litter from gulley's, drains, drain grids and air grates.
13. Remove litter, leaves, and other waste from yards, paths, lawns, hedges and flower borders.

14. Grit and clear snow from yards, paths and car parks.
15. Periodically unblocking sinks, urinals, and toilets, in order that the safety and cleanliness of the premises is maintained
16. Use electrically or mechanically powered machines for the maintenance of grounds, floors, walkways and other surfaces.
17. Maintain the lighting of the premises by way of replacement lamps, fluorescent tubes and starters.
18. Assist with the reduction of the College carbon footprint by turning off unwanted lighting, heating and equipment.
19. Porter parcels/delivered goods and messages relevant to the running of the College including driving College vehicles.
20. Support and provide a backup service to your immediate supervisor in their absence.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own safeguarding policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending trainings and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Security Officer/Caretaker	Department:	Facilities
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
SIA – Security, Door Supervisor or Close protection qualification	E	I
First Aid at Work and Defibrillation qualification or willing to work towards	E	I
Experience:		
At least 2 years' experience in a front line security position or similar role e.g. Stewarding	E	A/I
Good experience of security procedures in relation to dealing with security incidents	E	A/I
An awareness of security legislation	D	I
An awareness of Health & Safety legislation	D	I
Experience of manual handling of multiple size & weight items	D	I
Working in a customer focused environment	D	I
Skills/Knowledge:		
Operational, testing of security systems and technologies	D	A/I
A full range of skills associated with a front line security officer	D	A/I
Knowledge of how to prioritise workload	D	I
Good communication, interpersonal and presentation skills	E	I
Ability to remain calm in stressful situations and occurrences	E	I
Qualities:		
Ability to work under pressure	E	A/I
Able to work as part of a team and on own initiative	E	I
Approachable and pleasant manner	E	I
Flexibility and adaptability in working shift patterns	E	A/I
Confidence to approach and talk to a wide variety of people	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Have a valid full driving licence and vehicle with business insurance	E	A/I
Willingness to undertake travel in line with the needs of the role	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential D = Desirable A = Application I = Interview T = Test

Produced by:	E. Hadley	Date Produced:	01/04/22
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