JOB DESCRIPTION

TITLE:	Security Operative
GRADE:	Scale 3
RESPONSIBLE TO:	Security Team Leader/ Security Supervisor

PURPOSE OF JOB:

- Work closely with College users on all sites and campuses to achieve a safe and secure environment for staff, students and the public.
- To undertake community support duties.
- To support the security/community support operative in order to help maintain high standards of student behaviour both in and around college sites in line with the College's Student Code of Conduct.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

1.1 To support the College's mission, vision, values and strategic objectives.

1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

1.4 To implement the College's safeguarding policies and practices.

1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

2.1 To participate in College-wide projects and tasks.

2.2 To work in other support services areas to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College

3. Particular to the Post:

3.1 Patrol/guard all areas within the curtailment of our sites, including either side of our boundaries with adjacent roads, properties, shops etc as and when required

3.2 Operating the intruder alarm and locking/unlocking of premises

3.3 Monitoring and operation of the college CCTV systems

3.4 Provide a key-holding 'out of hours' response on a roster basis

3.5 Respond to and report all incidents and complete record logs as necessary. Investigate, capture and document information and supply reports to appropriate parties. Provide evidence and cooperate with criminal proceedings

3.6 Liaise with the other members of the Security and Estates Team as necessary

3.7 Liaise with staff, students, visitors and the emergency services as and when required

3.8 Influence student behaviour in line with College policy and the Student Code of Conduct both within and around the College's sites

3.9 Support and marshal events and the control of incidents with appropriate training including the co-ordination of enrolment, open days, fire safety drills, evacuations, lockdowns etc.

3.10 Carry out Roster/Rota security duties as issued or directed by the Security Team Leader / Supervisor, often at short notice

3.11 Carry out ad-hoc Reception duties as requested

3.12 Assess, monitor, challenge, intervene and where necessary report cases of inappropriate behaviour by College users including:

Discriminatory behaviour or incidents in relation to any of the protected characteristics of the Equalities Act 2010 which are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation

- Anti-Social Behaviour or swearing;
- Vandalism;
- Graffiti;
- Noise Nuisance;
- Bullying or aggressive behaviour;
- Littering; and
- Smoking in an area of the College that has not been designated as a smoking zone

3.13 Undertake routine testing of College safety systems including lockdown, panic and fire alarms including detectors & call points, emergency lighting, intercoms, radios, access control etc. as and when required

3.14 Support of Estates functions as and when required including but not limited to:

- Collection and delivery of internal and external mail around the College sites, and general porterage;
- Loading and unloading vehicles and delivery of goods around the College sites;
- Carrying out general furniture and classroom moves including setting up furniture for exams, meetings, functions, etc.;
- Replenish Multi-Functional Devices (MFDs) with paper and/or with toners when required;

3.15 Once trained, maintain a current First Aid certificate and provide a first aid service during incidents and outside of core hours.

3.16 Maintain accurate records as appropriate, especially records of time, e.g. timesheets, incident reports, notebook entries, etc.

This is a uniformed role which is provided by the college

The above list is neither exhaustive nor exclusive, and the post holder will be expected to undertake any other duties within his / her capability and experience that may be relevant and necessary to fulfil the post effectively.

4. Person Specification:

4.1 Educational Attainment

- Good communication skills- - able to demonstrate a good command and understanding of the English language
- Good standard of education

- Current professional Security qualifications such as Skills for Security, SIA (or a commitment to undertake training to meet the requirements of this post)
- Current First Aid certificate (or a willingness to ability to undertake training to obtain this)

4.2 **Knowledge Skills & Aptitudes required**

- Team player
- Proactive with the ability to work independently and on own initiative
- Ability to work in a busy environment
- Flexible with the ability to work various shift patterns, including unsociable hours, at various College locations
- Effective interpersonal skills, both written and oral, and the ability to deal with people of all backgrounds and ages
- Computer literate with the ability to use email and word processing software

4.3 **Circumstances**

- Willingness and ability to travel between sites
- The nature of the role of Security is such that it may lead to conflict situations, however conflict management support is given
- Due to the large area of floor space and the grounds of the College it is essential that applicants have good physical mobility
- A full driving licence and access to a personal vehicle for work purposes is essential as, the role may involve early/late shifts or, an out of hours key holding response where there is limited alternative transport

4.4 **Attributes**

- Demonstrable commitment to the values of the College Passionate, Inclusive, Innovative & Optimistic], including its commitment to promoting equality and diversity in employment

Additional Information:

Hours of work: 40 hours per week – College term time (40 weeks) involving some Saturdays. Daily start and finish times between 05:00 and 21.00 on a rota basis.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.