

**Oldham Sixth Form College****Job Description****College Security Assistant****Main purpose of the post**

To encourage positive behaviour and help develop all our students to be Respectful, Responsible and Ready to learn. To maintain a safe and secure College environment at all times.

**Summary of Main Duties and Responsibilities**

- To welcome students to the College and monitor student ID cards at the College entrances.
- To welcome visitors and direct them to reception.
- To contribute to the College's positive learning environment and to promote the College values and expectations.
- To promote our expected behaviour and encourage students to be respectful, responsible and ready to learn. To promote good study habits across the College.
- To collect students for appointments when it is convenient.
- To supervise the College estate and surrounding areas and ensure unauthorised visitors are not permitted entrance to the College.
- To assist the College Leadership Team with security alerts.
- To attend College events as required in a 'front of house' capacity.
- To provide support for emergency evacuation of College buildings.
- To play a supporting role in administering first aid.
- To promote good Health and Safety practices within the College.
- To have a key responsibility for safeguarding and promoting welfare of Children.

**Requirements of All College Staff:**

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.

**Relationship to other posts within the College**

**Supervision given to: N/A**

**Supervision received: The College Security Assistant Team Leader and Assistant Principal .**

Job Specification Review Cycle	Date	Initials
New Title/Job Description	October 2018	PMY/PRS
Amended	May 2019	PRS
Amended	2020	JDY/DKG/PMY

Amended	November 2020	HR
	April 2021	HR
	February 2022	HR

**PERSON SPECIFICATION: College Security Assistant**

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of working in Education		✓	Application/Interview
Experience of working in a security position and providing high level customer service		✓	Application/Interview
<b>Skills and Knowledge</b>			
Articulate and well-developed communication skills.	✓		Application/Interview
Good computer skills, including knowledge of Microsoft Word, Excel and email.		✓	Application/Interview
Good Interpersonal skills and ability to engage with young people positively	✓		Application/Interview/References
Negotiation, Mediation and De-escalation skills	✓		Application/Interview/References
<b>Education and Qualifications</b>			
Good Standard of Education	✓		Application
Current First Aid Certificate or willing to work towards one	✓		Application/Interview
Current SIA licence or willing to work towards one		✓	Application
<b>Attitude and Personal Qualities</b>			
Have a calm and authoritative personality, excellent communication skills, an ambition to work with young people, a belief in the power and value of education	✓		Application/Interview/References
Accuracy and attention to detail	✓		Application/Interview/References
Ability to use initiative and be proactive when managing workload	✓		Application/Interview/References
Commitment to working with students in ensuring they demonstrate the college values of being Respectful, Responsible and Ready to Learn	✓		Application/Interview/References
Ability to work independently and as part of a team	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview