

**Job Description:** Security and Student Liaison Officer



**Reporting to:** Head of Security

**The key purposes of this role are to:**

- To take a key role in keeping students and staff safe whilst on site, promoting college values in a practical way through supervision of student social areas and activities.

	<b>This support post is accountable for:</b>
Provide a high-quality security service for staff and students	To carry out patrols of the site (internal and external) throughout your shift, maintaining a high security profile
	To supervise student behaviour in the refectory and other social areas, ensuring the college rules are met and enforcing where needed
	Providing a security presence when student buses leave site uploading service numbers to electronic bus queue and liaising with the drivers to identify and resolve any problems.
	To work within the College policies and procedures with particular regard for health and safety, safeguarding and equal opportunities.
	Having regular liaison/meetings with the police and local support officer to keep abreast of local concerns and develop a good working relationship with them
	To carry out on the spot searches whenever necessary
	Have a good working knowledge and understanding of health and safety responsibilities
	Ensure that all persons on site are students, staff or authorised visitors and approach anyone who may not be and escorting them off site where necessary. The safety of all students/staff and visitors are paramount.
	Have a good understanding of responsibilities in relation to safeguarding and Prevent duty and support the wider team in keeping all students safe
	Undertake any duty that may reasonably be required by the Head of Pastoral or College Senior Management team
working effectively across College	Be a member of the first aid team – training provided
	Contribute to the promotion of College through attendance at Open Days and other events outside of normal college working hours (evenings and weekends)
	To safeguard and promote the welfare of children, young people and vulnerable adults as part of your everyday duties
	Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility

Annual targets for each element in this job description may be agreed annually with your Line Manager.

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
Student voice Student questionnaire Customer Feedback Records

Line manager(s) and cross-College feedback

**PERSON SPECIFICATION**

We are seeking someone who closely matches the following criteria:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>		Security Industry Authority (SIA) Licence
		A qualification in customer service
		To hold a First Aid at work qualification or be willing to train towards one
		To hold a mini bus licence or be willing to train towards one
<b>SKILLS/PERSONAL QUALITIES</b>	Good interpersonal skills with the ability to communicate effectively with 16-19-year olds	
	Ability to deal with violent/aggressive and abusive behaviour	
	Awareness of the process and protocols for searching young people	
<b>EXPERIENCE</b>	Experience of different working environments and/or educational settings and with other agencies such as the police	Experience of working in a security/ supervising young adults role

**Entitlement**

Just as the College has legitimate expectations of you and the fulfilment of your role, so you are entitled to expect from the College enhancement of your personal and professional development and the creation of a working environment characterised by supportive and collegiate interaction.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.