

JOB TITLE: Security Supervisor

ACCOUNTABLE TO: Safeguarding Director

JOB PURPOSE: To facilitate a professional customer focused security service to College staff, students and visitors in order to provide a safe and secure environment

KEY RESPONSIBILITIES

- To provide visible foot and mobile patrols of the College buildings and estate to reassure staff, students and visitors and deter criminal activity and antisocial behaviour, ensure compliance with the College's expectations as outlined in the college Student Guidance and Intervention Policy.
- To attend incidents as directed in support of staff, students and visitors, including first aid incidents.
- Provide a security report including criminal, anti-social, accidents and other reported incidents.
- Support the College's Intervention Procedures for out of class disciplinary issues to include recording information on ProMonitor and by giving evidence when required
- To provide mobile and static duties in line with the security demand, such as at the entrances and exits of college buildings.
- To offer advice and assistance to staff, students and visitors in protection of their safety, including security led events and initiatives
- To maintain contact with the University of Leicester control room, updating them regarding site activity or responding to their radio communication.
- In conjunction with the Premises team, direct and control vehicle movement on the Estate.
- Report information of a safeguarding nature immediately to the safeguarding team
- To carry out other such duties as directed commensurate with the role of security

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A good standard of general education	Essential	App Form/Certs
A First Aid at work qualification, or a willingness to work towards that qualification	Essential	App Form/Certs
Experience, Knowledge & Abilities		
Experience working in a security role	Essential	App Form/Int
Experience of dealing with customers and/or clients in person	Essential	App Form/Int
Experience working with 16 - 19 year olds	Desirable	App Form
Current or previous security license holder	Desirable	App Form
Ability to work in a friendly and professional manner	Essential	App Form/Int
Ability to relate young people in a friendly and professional manner	Essential	Int
Ability to work effectively in a team	Essential	App Form/Int
Ability to use own initiative	Essential	App Form
Capacity to work in a calm manner and without direct supervision	Essential	App Form
Experience in the use of IT in a working environment	Desirable	App Form/Int
Able to patrol the college, both indoors and outdoors in all weathers	Essential	Int
Interpersonal Skills & Qualities		
Energetic, reliable and positive	Essential	Int
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int