

JOB DESCRIPTION

Job Title	Security Officer
Contract	Permanent, Full-time, through a year
Job location	Elm Park Campus, Stanmore
Department	Estates
Reports to	Head of Estates
Salary Range	£26,904 - £29,193 per annum

Job Purpose:

The Security Officer plays a vital role in maintaining a safe, secure, and orderly environment across the College site. This position is responsible for monitoring student behaviour, controlling site access, and responding to incidents in line with College policies. The role also includes supporting site maintenance tasks, assisting visitors, and upholding the College's standards for health and safety, safeguarding, and conduct.

Duties Specific to the Post:

- Monitoring student activity and conduct on the College site, intervening where necessary, to ensure that behaviour complies with the Code of Behaviour.
- Controlling access to the College site, identifying intruders present and taking action as required.
- Locking and alarming the college buildings and grounds.
- Covering the absence of other security staff.
- Patrolling the site through the day, as required, focussing on main areas of student activity, entry and exit points.
- Responding to requests from local residents (via the College or direct) to assist with student incidents and accompanying College managers patrolling streets neighbouring the College, ensuring students remain safe and behave appropriately.
- Assisting with keeping the College site clean and tidy at all times, including bin emptying and litter collection, where required.
- Providing assistance and guidance to site visitors seeking directions or information.
- Assisting maintenance staff as required on any sites at which the college operates.

- Undertaking security patrols outside term-time as well as assisting with general site maintenance.

General:

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Ensure all data is handled in line with General Data Protection Regulations.
- Taking responsibility for health and safety, equality & diversity, copyright and data protection within the scope of the post.
- Take appropriate responsibility to provide a secure, safe and friendly learning environment including implementation of the College's Health and Safety Policy.
- Committed to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Monday, 19th January 2026

Interview Date: Tuesday, 27th January 2026

PERSON SPECIFICATION

JOB TITLE: Security Officer

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
Level 2 Qualification	E	Application form/ certification
SIA Door Supervisor's certificate or willingness to obtain	E	Application form/ certification
First Aid Certificate or willingness to obtain	E	Application form/ certification
KNOWLEDGE & EXPERIENCE OF:		
Recent experience of security work, preferably involving young people	E	Application form/supporting statement/ interview
Sound equal opportunities practice and how to apply it in the relevant area of work	E	Supporting statement/interview
Security routines	D	Supporting statement/ interview
Basic health and safety principles	E	Supporting statement/ interview
SKILLS & ABILITY TO:		
Communication skills, both verbal and written	E	Supporting Statement/Interview
Good observational skills	D	Supporting Statement/Interview
General maintenance skills	D	Supporting statement/ interview
Work on own initiative and without direct supervision	E	Supporting statement/ interview
Understand and carry out instructions	E	Supporting statement/ interview
Work independently and as a member of a team	E	Supporting statement/ interview
Respond to the needs of others in an efficient and friendly manner	E	Supporting statement/ interview
Act calmly and rationally if provoked	E	Supporting statement/interview
PERSONAL QUALITIES:		
Flexibility and adaptability	E	Supporting statement/interview
Reliability	E	Supporting statement/ interview
Good Physical Health/resilience	E	Interview/medical assessment
Commitment to continuous personal development	E	Application form/ supporting statement/ interview
Willingness to travel to other sites	E	Supporting statement/interview