



**CAMPBELL
COLLEGE**

EST 1894

Security Operative

Campbell College was founded in 1894 and is an interdenominational Voluntary 'B' Grammar School for day boys and boarders. Our campus is unrivalled by any other school in Northern Ireland: with heritage buildings and some 100 acres of grounds enabling us to have all facilities on one site and providing new and diverse education to our students within a secure environment.

There are approximately 960 pupils aged 11–18 in the Middle and Senior Schools - approximately 150 of whom are boarders - with a further 250 in the Junior School.

Further information may be obtained on the College website: www.campbellcollege.co.uk

Information about the Appointment

Title of Post: Security Operative

Responsible to: Bursar/ Facilities Manager

Location: Main Entrance and the Campus of Campbell College

Job Summary

- 1 To be based at the main entrance and the campus of the College and to ensure that all persons entering the College have authority or reason to do so.
- 2 To direct and send all authorised persons/vehicles to the appropriate parking/delivery areas and record when necessary.
- 3 To contact staff on site when necessary to do so.
- 4 To carry out routine patrols of the site as directed.
- 5 To have a full working knowledge of all security equipment and lock up procedures.
- 6 To have a full working knowledge of the College fire alarm system.
- 7 To ensure the security equipment is maintained and in a good, safe working order.
- 8 To undertake administration duties and tasks, and ensure that the required security reports are presented to the Facilities Manager in a timely manner.
- 9 To record and report all incidents and unusual occurrences that take place.

Job Summary cont'd - Security Operative

- 10 To contribute to the upkeep and appearance of the College grounds.
- 11 To assist with the delivery of in-house and outside functions if required.
- 12 To maintain strict security precautions to safeguard equipment and to inform the Facilities Manager of any damage to the College's equipment.
- 13 To report maintenance defects to the Facilities Manager.
- 14 To be polite and courteous to everyone entering the site at all times.
- 15 To attend training courses, as required, to keep up-to-date with relevant legislation.
- 16 To be prepared to carry out any other reasonable additional tasks and duties.

Terms and Conditions

The Selection Panel reserves the right to enhance any or all of the Criteria when short-listing, should it consider it necessary to do so. It further reserves the right not to make an appointment.

2 Week Shift Pattern

Week 1 = Monday to Friday	14:30 - 22:30	40 hours
Week 2 = Monday to Thursday	06:45 - 14:45	32 hours

Additional hours may be necessary from time to time, in which case you will be required to co-operate when requested to undertake them. Reasonable notice will be given in such circumstances.

Rate of pay - £8.71 per hour.

Annual leave 29 days to be taken outside of term-time *only*.

Candidates should note that failure or refusal on their part to agree to either a medical examination or a police and criminal records check, if one or both are required, will automatically disqualify them. An unsatisfactory medical report, if sought, and/ or a negative police and criminal records check, if made, will also disqualify an applicant.

All matters connected with this appointment will be dealt with in a strictly confidential manner.

Campbell College is an equal opportunities employer.

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

PRE-EMPLOYMENT VETTING

Campbell College places paramount importance on the safeguarding and wellbeing of our pupils. Consequently, we undertake pre-employment vetting of all applicants who are successful in being selected for a position at the College. This vetting includes, but is not restricted, to an Enhanced Disclosure Check with AccessNI including a barred list check for certain posts, taking up of references and examination of past employment record.

Posts involving work in the College are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). The successful applicant will require an Enhanced Disclosure Check and possibly a barred list check depending on the role. Further details regarding this check will be issued as part of the pre-employment vetting process.

Please note that a criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly. Guidance on the recruitment of ex-offenders is available at: <https://www.executiveoffice-ni.gov.uk/publications/employers-guidance-recruiting-people-conflict-related-convictions>.

It is an offence for anyone who is barred from working with children and vulnerable adults to apply for a role in Regulated Activity within the College. Further information may be obtained from AccessNI at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>