



**STONYHURST**  
1999-2019 Celebrating 20 Years of Co-Education

## **JOB DESCRIPTION**

**Job Title:** Security Officer (Days)  
**Department:** Health & Safety  
**Line Manager:** Health, Safety & Security Manager

### **Job Purpose**

**The core purpose of the role of cross campus Security Officer is to ensure the security of the Stonyhurst campus and community. This includes buildings & facilities, pupils, parents, staff, contractors and anyone who visits the school campus.**

### **Key Tasks and Responsibilities**

- To support the Health, Safety & Security Manager in respect of ensuring the safety and security of buildings and people cross campus
- To greet and direct visitors as required. Where necessary accompany visitors to their required location
- To escort contractors to work locations, chaperoning as required
- To establish, where there is doubt, the status / purpose of anyone found on-campus
- To record any incident of trespass or unauthorised presence on site
- To undertake regular foot patrols
- To be a presence around the campus
- To undertake internal and external security checks & patrols
- To monitor the security of the College via CCTV / security cameras
- To assist with road safety on campus, monitoring the traffic systems and car parking
- To be mindful at all times of matters relating to Health & Safety and report any concerns to the Health, Safety & Security Manager
- To assist with gritting procedures in times of adverse weather conditions
- To be responsible for the acceptance of deliveries & deliver to locations
- To produce reports as requested
- To use technology and ICT as necessary for the role

- To provide Reception cover, if required
- To undertake any other duties, commensurate with role, as directed by the Senior Security Officer, the Health, Safety & Security Manager or Bursar
- To cover holidays and sickness of other security officers when required
- To be responsible for granting access to campus
- To respond and assist in the event of a fire alarm activation

### **Professional and Personal Qualifications**

#### Essential:

- An appreciation of the importance of discretion and confidentiality
- Good ICT knowledge, including e-mail and internet
- A flexible approach to the role, an ability and willingness to respond to the operational needs of the school
- A full driving licence

#### Desirable:

- Experience of working in a similar environment / role or a genuine commitment to undertake appropriate and relevant training
- A First Aid qualification or willingness to undertake training
- A Security qualification or willingness to undertake training
- Ability to deal tactfully and sensitively with pupils, parents, staff, visitors, members of the public
- Ability to work as part of a team but also on own initiative
- Ability to approach situations calmly and politely
- Ability to develop positive professional relationships
- Ability to prioritise tasks and manage time effectively
- Good communication skills, both written and verbal
- A willingness to undertake additional shifts if required