

KIS International School, Reignwood Park Campus

Job Description: Security Assistant Supervisor

Employment Arrangements:

- Full-time contract
- Vacation as per administrative staff
- Working shift assigned by the Security and Safety Manager

Reports to: Security Supervisor

Position Overview

The School Security Assistant Supervisor is responsible for playing a crucial role in ensuring the safety and security of our school premises, students, staff, and visitors. The ideal candidate should have a strong background in security management, excellent leadership skills, and a commitment to maintaining a secure and welcoming environment.

General Functions:

- Oversee day-to-day security operations within the school premises.
- Monitor and enforce security protocols and procedures to safeguard the school community.
- Lead and supervise a team of security personnel, providing guidance and training as needed.
- Conduct regular performance assessments and ensure the team is well-prepared for emergency response.
- Utilize and manage surveillance systems effectively to monitor key areas of the school.
- Control access to the school premises, verifying the identity of individuals entering the campus.
- Develop and implement emergency response plans in collaboration with relevant stakeholders.
- Coordinate with local authorities and emergency services when necessary.
- Work closely with other departments to address security concerns and implement preventive measures.
- Foster a collaborative and supportive atmosphere within the security team and across the school community.



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- Monitor and manage security systems, including surveillance cameras, access control, and alarm systems.
- Support Security Supervisor in developing and implementing the security and CCTV policy.
- Ensure that all individuals adhere to security and safeguarding procedures.
- Investigate and report any security or safety-related incidents to the Security Supervisor.
- Assist in developing, maintaining, and implementing emergency response plans.
- Ensure the security team maintains high standards of appearance and customer service through regular audits.
- Establish systems for monitoring contractors on campus.
- Promptly report any hazards, damages, defects, or necessary repairs to maintain facilities at the highest standards.
- Develop and implement security plans for large events to ensure the safety of all visitors and students.
- Maintain relationships with law enforcement agencies and emergency services for swift response in case of emergencies.
- Help and support the work of the Security Supervisor.
- Follow the school safeguarding and Health and Safety Policy.

Academic & Professional Qualifications

- High school diploma or equivalent; additional certifications in security-related fields are advantageous.
- At least 1-2 years experience in a similar role at a similar organization
- Proven experience in security management, preferably in an educational or similar setting
- Previous experience in an international school or educational setting is preferred
- Knowledge of relevant laws and regulations related to security
- Military, Police experience or advanced security officer license will be considered additionally

Skills, Experience, & Attributes Sought

- Thai nationals only
- Excellent communication and interpersonal skills.
- Ability to remain calm and effective in emergency situations.
- Proficient in the use of security equipment and technology.
- Ability to work flexible hours, including weekends and evenings and able to work in shifts.
- Knowledge of access control and security systems
- Strong leadership skills
- Ability to coordinate security response

- Availability and flexibility to respond to security alerts outside of core business hours
- Fair level of English communication skills
- Detail-oriented with strong problem-solving abilities
- Have the ability to be a trainer in the field of security.

We are committed to child protection and follow the Safe Recruitment Practices recommended by the International Task Force on Child Protection.

Approved:

Reviewed: