

## **KIS International School Reignwood Park**

### **Job Description: Security Officer**

#### **Employment Arrangements:**

- Full-time contract / 6 working days a week
- Working shift: 6:00-18:00 and 18:00-06:00
- Vacation as per administrative staff
- Working shift assigned by the Security and Safety Manager

**Reports to:** Security and Safety Manager

#### **Key Responsibilities:**

- Conduct regular patrols of the school premises to deter and detect security threats.
- Follow the school safeguarding and Health and Safety Policy.
- Monitor surveillance cameras and other security systems effectively.
- Control access to the school grounds, ensuring that only authorized individuals enter the premises.
- Verify the identity of visitors and issue visitor badges as necessary.
- Respond promptly and efficiently to emergencies, including alarms, disturbances, and other security-related incidents.
- Collaborate with the Security Supervisor and other team members to implement emergency response protocols.
- Maintain accurate and detailed records of security-related incidents and activities.
- Report any security breaches or issues to the Security Supervisor and appropriate school authorities.
- Work collaboratively with other security team members to ensure seamless security operations.
- Communicate effectively with school staff and administration regarding security matters.
- Always have a good personality and look smartly dressed.

### **Academic & Professional Qualifications**

- High school diploma or equivalent; additional certifications in security-related fields are advantageous.
- Commitment to promoting the visions, missions and values of the school
- Understand the importance of promoting and safeguarding the welfare of students
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Emotional resilience

### **Skills, Experience, & Attributes Sought**

- Thai nationals only
- Strong observational and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Familiarity with security equipment and technology.
- Ability to remain calm and composed in high-pressure situations.
- Able to communicate in English
- Ability to work flexible hours, including weekends and evenings and able to work in shifts.

*KISRP International School is committed to creating a safe and supportive environment in which our students can feel secure in all of their experiences within the school community. All members of the community should at all times show respect and understanding for an individual's rights, safety, and welfare, and understand that all play a role in the safeguarding of our students, conducting themselves in a way that follows the law and reflects the ethos and values of the school. KISRP uses the comprehensive international standards developed by the International Taskforce for Child Protection as this provides a framework for the implementation of safeguarding policies and procedures. Our school's child safeguarding policy and supporting policies and procedures are written in support of the United Nations Convention on the Rights of the Child and aim to follow procedures stated by the Thai Ministry of Education, Thai Employment Law, and the Thai Child Protection Policy.*

**Approved: 22 May 2024**

**Reviewed:**