

## **KIS International School, Reignwood Park Campus**

### **Job Description: Security and Safety Manager**

#### **Employment Arrangements:**

- Full-time contract
- Working hours: 7:30-16:30 hrs / 5 working days a week
- Vacation as per administrative staff
- Requires some evening and weekend commitments

**Reports to:** Facilities Manager

#### **Position Overview**

The School Security and Safety Manager is responsible for overseeing and implementing security and safety protocols within the school premises. This role ensures the safety of students, staff, and visitors by developing and enforcing policies, conducting risk assessments, and coordinating emergency response procedures.

#### **General Functions:**

- Develop and implement comprehensive security and safety procedures for the school in alignment with local regulations and best practices.
- Conduct regular assessments of the school's security infrastructure and identify areas for improvement.
- Actively walk, inspect and audit the campus daily, providing feedback to guards at each location.
- Monitor and manage security systems, including surveillance cameras, access control, and alarm systems.
- Support the Facilities Manager in developing and implementing the security and CCTV policy.
- Ensure that all individuals adhere to security and safeguarding procedures.
- Complete and document daily safety and security checks of key facilities and systems.
- Report security breaches to the Facilities Manager, and assist in the investigation and recommendations.
- Investigate and report any security or safety-related incidents to the Facilities Manager.
- Oversee CCTV requests and provide a report within 24 hours.



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- Provide a written report regarding fire alarm activations with recommendations
- Provide written reports on fire drills to the Facilities Manager.
- Assist in developing, maintaining, and implementing emergency response plans.
- Assist the Facilities Manager in preparing the annual security budget.
- Participate in the recruitment and selection of security staff, including criminal and child safeguarding checks.
- Design, implement, and document a yearly training program on security and safety systems.
- Ensure the security team maintains high standards of appearance and customer service through regular audits.
- Establish systems for monitoring contractors on campus.
- Provide campus induction (covering safety, safeguarding, and code of conduct) for all contractors.
- Promptly report any hazards, damages, defects, or necessary repairs through the reporting application to maintain facilities at the highest standards.
- Create and maintain Standard Operating Procedures (SOPs) for each security location across the campus.
- Develop and implement security plans for large events to ensure the safety of all visitors and students.
- Collaborate with school administration, faculty, and external agencies to create emergency preparedness plans and conduct drills.
- Assist the Facilities Manager in generating a monthly security report.
- Report any safeguarding concerns promptly through the appropriate systems.
- Maintain relationships with law enforcement agencies and emergency services for swift response in case of emergencies.
- Responsible for driving school vehicles in cases where they are required to perform duties or in case of emergencies.

### **Academic & Professional Qualifications**

- Bachelor Degree or a diploma in a related field
- At least 3-5 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 security systems, emergency management, and risk assessment methodologies.
- Health and Safety qualification.
- Car Driving license



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

- Knowledge of access control and security systems
- Excellent leadership skills
- Ability to coordinate security response
- Availability and flexibility to respond to security alerts outside of core business hours
- Good English verbal and written skills
- Self-motivated
- Detail-oriented with strong problem-solving abilities
- Ability to remain calm and decisive during emergencies
- Excellent organizational and interpersonal skills
- Commitment to maintaining a safe and secure environment for all

*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: 18 February 2025**

**Reviewed:**