



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Campus Security Guard
Reports to: Facilities & Operations Manager
Type: Full Time and Part Time, Nonexempt, Hourly

Position Overview

The Campus Security Guard supports a safe, secure, and welcoming school environment by conducting regular patrols, monitoring campus activity, and responding to safety concerns. This position works closely with school administrators, faculty, staff, students, and visitors to promote a culture of safety and uphold school policies. The Campus Security Guard will embody St. Andrew's Schools' core values and professional behaviors. The successful candidate will be a team player, hands-on, and proactive to achieve team goals most effectively.

Key Responsibilities

- Conduct routine foot and/or vehicle patrols of school buildings, parking areas, and campus grounds to ensure safety and security.
- Monitor entry and exit points; verify authorization for visitors, contractors, and vendors.
- Respond promptly to safety incidents, disturbances, alarms, or reports of suspicious activity.
- Provide visibility and positive engagement with students and staff to foster a safe and supportive campus environment.
- Observe and report hazards, maintenance issues, or potential safety risks; escalate concerns as needed.
- Assist with daily arrival and dismissal procedures to maintain orderly traffic and pedestrian flow.
- Support emergency response procedures, including evacuations, lockdowns, and drills.
- Maintain accurate logs, incident reports, and documentation per school and regulatory requirements.
- Enforce school safety policies and guidelines with professionalism, courtesy, and cultural sensitivity.
- Provide basic first aid or assist in medical emergencies until appropriate personnel arrive.
- Coordinate with Honolulu Police Department, emergency services, and internal stakeholders when required.

Qualifications

- High school diploma or equivalent required.
- Prior security, law enforcement, or school safety experience preferred.
- Valid Hawai'i Guard Card (or ability to obtain prior to start).
- CPR/First Aid certification preferred.
- Strong communication and interpersonal skills; ability to interact respectfully with students of all ages.
- Ability to remain calm, observant, and effective in stressful or emergency situations.

- Must pass background check and meet all state and school requirements for campus safety personnel.
- Able to understand verbal and written communication.
- Good interpersonal skills when interacting with peers, employees, visitors, parents, and students.
- Comfortable using technology such as time & attendance, email, etc.
- Ability to work independently with little supervision and as part of a team.
- Reliable and dependable.
- Able to work weekends or evenings as necessary.

Hiring requirements:

- Mandatory background check: Employment is conditional until the successful completion of a background check, which requires the employee to have their fingerprints scanned electronically.
- Online training to prevent child sexual abuse upon hire.
- Recommend COVID-19 and flu vaccinations.
- Able to report to work onsite each day.
- No relocation or moving assistance.

Working Conditions:

- Outdoor and indoor patrol; ability to work in varying weather conditions.
- Prolonged standing, walking, and occasional lifting up to 40 lbs.
- Workdays may include evenings, weekends, or special events as scheduled.

Compensation and Benefits

Wage: minimum \$17.00/hour, rate varies depending on experience and expertise.

Benefits: Regular employees who work 20 hours per week for more than four consecutive weeks receive medical, prescription, dental, and vision benefits, a 403(b) retirement plan, a flexible spending account, employee assistance program, group life insurance, professional development, parking or bus/ Biki pass; and paid holiday, vacation, and sick leave; and statutory benefits.

How to Apply

Please indicate if you are interested in a full or part-time position. Please send a resume and references to employment@standrewsschools.org. Applications accepted until the position is filled.

About St. Andrew's Schools

For more than 150 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, The Priory has become St. Andrew's Schools and grown to include The Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social, emotional, spiritual and cognitive learning sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai'i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on campus. Coordinate schools recognize that the social and emotional experiences that children have in schools shapes their learning – and ultimately affects how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.

St. Andrew's Schools is an equal employment opportunity employer. To learn more about our school, please visit www.standrewsschools.org.