

Post Title	Campus Safety & Security Officer (Internal post)
Location	Craven College, Skipton (Multi Site)
Rate of pay	APT & C Scale 4 point 21, £19,490 per annum Pro rata to £17,423 per annum (40 hours per week, term time only, 38 weeks work, 43 weeks paid)
Hours	40 hours per week, term time only Monday 7.00 am – 4.00 pm Tuesday 7.00 am – 4.00 pm Wednesday 7.00 am – 4.00 pm Thursday 7.00 am – 4.00 pm Friday 7.00 am – 4.00 pm Hours to be worked on a flexible basis in line with the needs of the College, which will include some late evening cover for night classes (Tuesday or Thursday) up to 8.30 pm,
Special Conditions	This post is subject to Probationary Period of 6 months. A full enhanced disclosure check will be required via the Disclosure & Barring Service for this post
Closing Date	Sunday 18 October 2020
Interview Date	TBC
Post No.	B964

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

As a key member of the Facilities team you will act as an ambassador for Craven College providing a highly visible presence and service around campus. You will be responsible for carrying out a range of tasks to ensure the provision of first-class facilities and a safe, secure environment for students, staff and visitors.

Responding to incidents and emergencies in line with College Safety and Security Procedures, you will demonstrate careful judgement, excellent customer service and a high level of integrity. You will consistently demonstrate the College's core values of openness and inclusiveness and help to drive continuous improvement.

Representing the College in a professional manner, you will be committed to promoting a disciplined and orderly culture among the students while providing a supportive and visible presence.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To patrol College premises to ensure that the campus is a safe and secure environment for Students, Staff and Visitors;
- Challenge individuals in restricted areas who do not have identification and students and members of staff not wearing ID cards;
- To respond to any incidents, liaise with both internal and external services and ensure incidents are logged and followed up;
- To deal with any conflicts on campus both respectfully and professionally and in line with College procedures;
- To support teaching and learning by proactively and professionally dealing with any issues that may arise in relation to behaviour and providing an outstanding student experience at all times;
- To work in conjunction with student services to meet the needs of the safeguarding policy;
- To undertake appropriate stop and search of individuals when required, in line with College policies and procedures;
- Carry out regular patrols of all classrooms and College premises and record locations and times using Daily Operation Log Book;
- Receive visitors to the campus and ensure they are escorted or directed to the appropriate area of the campus whilst checking ID and sign in procedures are followed;

- Monitor vehicle movement around the College site including checking vehicles left on site have requisite permits and are authorised;
- Compile comprehensive incident and accident reports, complete accurate daily occurrence log;
- Deal with Lost and Found property in accordance with the College policy which will include maintaining the property register, ensuring the safe storage and return of lost property and the disposal of unclaimed property;
- Carry out lock up duties as required;
- Carry out investigations, take statements and provide written reports with regard to breaches of security, incidents, thefts and damage;
- To work with the College Facilities staff on all matters ensuring high levels of communication to ensure a professional environment;
- To support the operations of the building in cleaning, clearing, moving equipment, etc;
- Be accountable for maintaining a current valid SIA licence (Security Guard/Door Supervisor) ensuring it is renewed prior to expiration;
- Undertake First Aider training and carry out associated duties;
- To develop and update personal professional expertise in the relevant areas;
- Adhere to and promote the College's standards of conduct embodied in policies and procedures such as health and safety, Safeguarding, Equality & Diversity and others
- Undertake duties as assigned or emergency tasks (e.g. shovelling snow or sweeping up broken glass or spillages);
- To undertake any other reasonable associated duties determined by the college.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Previous experience as a security officer including front of house preferably in a school or College environment
- Holder of valid SIA Licence
- Trustworthy, honest and reliable;
- Living in the locality;
- Ability to work on own initiative without close supervision;
- Maintain a high level of security and confidentiality of information in your work at all times
- Good communication skills particularly when dealing with young people.
- Able to work as part of a team and resolve complaints quickly and efficiently
- Ability to deal with potential conflict situations escorting unauthorised personnel off from the campus premises expediently and with minimum disruption
- Ability to deal with external contractors or maintenance workers
- Ability to work effectively as a team member with a "can do" approach;
- A good level of Health and Safety/security awareness;
- Physically fit with the ability to lift and carry College equipment;
- Current clean driving licence and access to an appropriately insured vehicle;
- Ability to drive minibus including hire vehicles as required;
- Qualified First Aider or prepared to train for First Aid Certificate.

DESIRABLE REQUIREMENTS

- Computer literate with the ability to compile records and produce reports in a concise manner.
 - Ability to drive minibus including hire vehicles as required;
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