

JOB DESCRIPTION

Post: Part time Student Liaison and Security Officer

Responsible to: Head of Security and Student Liaison

MAIN PURPOSE OF THE JOB

To work with the Pastoral Team, monitoring student behaviour on site, and the immediate surrounding areas, to ensure students adhere to the Student Code of Conduct. Challenging students where appropriate.

To provide a security service for the College, supporting the Estates Team in ensuring that only authorised persons enter the premises.

MAIN DUTIES

The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied. The role may involve any or all of the following:

1. To engage with students, staff and the public to ensure a safe college environment
 - To patrol the college grounds and buildings (corridor, classrooms toilets and study space), maintaining a continuous front-line security presence throughout the day.
 - To pay particular consideration to the needs of students and staff within the college (i.e. disturbance of lessons, events taking place etc.) either by interruption or noise.
 - Challenge unauthorised access to the college grounds
 - Assist in controlling access to the premises
 - Challenge suspicious or anti-social activity
 - Assist the senior managers with maintaining codes of conduct including any Public Health England Codes of Conduct
 - Patrol the premises to ensure the safety of the students and staff
 - Coordinate the first-floor learning space for students as a quiet working space
 - Support the college hours owed repayment system for students and teaching staff
 - Ensure all health and safety regulations are in place and adhered to
 - Monitor and challenge student behaviour as needed, including smoking/vaping in undesignated areas
 - Monitor and challenge the quality of the College environment including the walls and any unauthorised eating or drinking within the buildings
 - Ensure the College remains tidy throughout the day when monitoring the corridors and other areas of the main building including cleaning up rubbish as needed

- Monitor student behaviour in the surrounding external areas and the car park.
 - Respond to all first aid calls across the college and remain trained in workplace first aid
 - Make sure all students, staff and visitors are wearing the relevant IDs (lanyards and ID cards)
 - Be fully conversant with the PREVENT and PROTECT strategy and safeguarding procedures. Always operating with these in mind
2. To monitor and ensure good standards in all areas of the college
- Monitor and challenge students' behaviour
 - Ensure professional behaviour
 - Ensuring students are wearing their lanyards and ID badges
 - To help maintain the cleanliness of the restaurant, bistro and study areas
3. To liaise with Senior Managers, Senior Leaders, Heads of Department and Progress Tutors
- To update staff on student behaviour or other issues identified
 - To maintain effective contact with Progress Tutors, Heads of Department and Senior Managers.
 - To work closely with Student Services to maintain good communication flow
 - Keep accurate records of incidents, using the appropriate systems as required
 - To use the Management Information System to keep updated
4. To monitor and ensure good standards of behaviour in the immediately surrounding external areas and smoking areas
- Ensure students use the surrounding areas in a safe manner and do not congregate on the public footpaths/highways
 - Ensure good behaviour in the smoking area ensuring students smoke/vape within the designated area
5. Estates Team support
- Supporting the caretaking team as needed
 - Daily hand over to different staff as duties rotate
 - To be an out of hours key holder as required
 - Help with the set-up of exams or other operational requirements
 - To assist in any other reasonable request when required
 - To help with events including, but not limited, to open evenings, parents' evenings, students' interviews, adult learning, external bookings and other out of hours College's events as required
 - Help opening or locking up the College as required
 - Supporting the premises teams with other duties in quiet periods. Duties will be allocated according to skills
 - To immediately report any defective equipment, possible hazards or damage to property which may be found in the college
 - To undertake any work requested by SLT, the Head of Estates or designated deputy during college holidays, half terms, summer break and staff absence

- To support any emergency procedures, including emergency evacuations, lock down procedure, access to emergency services, liaison with police, etc.

General Duties

- Be a first aider and carry out First Aid when required
- In view of the changing nature of the College and the requirements in general, it is essential that the staff be adaptable and able to meet these changes as they arise
- To be aware of all relevant Health and Safety Regulations, including those relating to security, maintenance, caretaking and the cleaning materials used i.e. COSHH. To seek advice or assistance where required
- To follow College policy in the management of Health and Safety in all aspects of your work, including a proactive approach to Risk Assessment for all your duties
- Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice, and using this knowledge to review College policies and procedures
- Follow good practice and College policy in all aspects of the work and in the management of staff and resources. The post-holder will show an awareness of, and compliance with, all College policies and procedures, but particularly those relating to Health & Safety, Safeguarding and Equal Opportunities
- Undertake any reasonable task at the request of the principal or designated deputy.
- Following college policies and procedures especially those relating to child protection, safeguarding and health and safety