

Job Title: Student Safety/Security Officer

Reports to: Deputy Principal (Welfare & Progression) via the Head of Student Services

Job Purpose:

To assist in the security, safety and care of College users and the protection of the facilities.

Duties will include:

1. Patrolling the College grounds and buildings to provide a visible and reassuring security presence.
2. Monitoring student behaviour in common areas, including the smoking area, promoting positive behaviour and intervening to challenge bad behaviour, reporting it as necessary.
3. Ensuring that there is no smoking on site apart from in the smoking area and, as far as possible, preventing students from smoking at the gates.
4. Being available to search students for prohibited items, in accordance with the College's search protocol.
5. Helping to ensure that students and staff carry ID badges at all times.
6. Watching for unauthorised visitors on site, challenging if it is safe to do so and reporting as necessary.
7. Reporting cleaning or maintenance issues for attention by the Estates team.
8. Being aware of student wellbeing and seeking assistance for distressed or sick students, as appropriate.
9. Assisting with directing traffic if required.
10. Responding to first aid or other emergencies as required, including assisting with directing emergency vehicles on site.
11. Ensuring that incidents and near misses are reported, particularly where there is a health and safety risk.
12. Representing the College within the local community, liaising in a constructive manner with local residents, and ensuring that students are not causing a nuisance outside the College gates.

13. Reviewing CCTV footage with the assistance of the IT team in the event of an incident.
14. Attending the College Health & Safety Committee.
15. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
16. Attending multi agency meetings where necessary to share and gather information on local issues.
17. To liaise with the police where necessary
18. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
19. Any other duties as reasonably directed by the Principal.

May 2022

PETER SYMONDS COLLEGE

PERSON SPECIFICATION

Job Title: Student Safety/Security Officer

Essential:

1. Sufficiently fit to work outside in all weathers, walking for much of the day.
2. An empathy with young people.
3. Friendly personality, but with the confidence to assert authority when required.
4. Emergency First Aid qualification or a willingness to obtain it.
5. Calm under pressure, including handling difficult situations on your own and de-escalating them.
6. SIA licence in security guarding (or willingness to be trained).
7. Committed to the safeguarding of children and vulnerable adults.
8. Committed to the principles of equality and diversity.

Desirable:

1. Previous experience with the age group.
2. Previous experience in security work.
3. Knowledge and understanding of the Prevent Duty.
4. Knowledge about drugs and alcohol policies in relation to young people

Job Title: Estates Assistant (not a key holder role)

Reports to: Estates Manager

Job Purpose:

To assist the Estates Manager in the care, security and upkeep of the College buildings and site

Duties will include:

All aspects of maintenance/security of the College buildings and facilities at the Owens Road site. On occasions this will include work at the Weeke site.

1. General internal and external minor maintenance and repairs to building (including AHED Centre, when required) and surrounds including:
 - Plumbing and drains
 - Rainware
 - Glazing
 - Pathways and roads
 - Furniture
 - Doors and windows
 - Tools and machinery
 - General handyman duties
2. Operation of the College's heating, lighting, plumbing and gate systems as required.
3. Movement of chairs/desks/other furniture to accommodate the smooth running of the College.
4. Driving a College minibus and other vehicles.
5. To undertake emergency cleaning duties which may occur during the College day; e.g. clearing up hazardous substances such as split chemicals, broken glass, vomit, blood, etc.
6. Clearing areas when required to ensure that these areas can be quickly put back into use. This includes the movement of stationery, deliveries etc.
7. Acting as First Aider as required.
8. Accompanying College staff to off site commitments and assisting as required e.g. loading and unloading.
9. Directing the work of cleaning staff if required.

10. Complying with the requirements of the Health and Safety at Work Regulations. To take reasonable care for Health/Safety of him/herself, and for others affected by his/her work and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
11. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
12. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
13. Any other duties which can reasonably be described as falling within the role of Estates Assistant.

Estates Manager
June 2022

PETER SYMONDS COLLEGE

PERSON SPECIFICATION

Job Title: Estates Assistant

Essential:

1. Sufficiently fit to work outside in all weathers, to lift up to 15 kg weight, able to pick up items from ground, waist and head levels.
3. Willing to work flexibly.
4. An empathy with 16 – 19 age range.
5. Friendly personality with good sense of humour.
6. Valid driving licence.
7. One-day Emergency First Aid qualification or a willingness to obtain it.
8. Committed to the safeguarding of children and vulnerable adults.
9. Committed to the principles of equality and diversity.

Desirable:

1. Previous experience with the age group.
2. Trade or maintenance background with skills in any of carpentry, masonry, electrics, plumbing.

Terms and Conditions:

This is a full time, full year post under which you will be working as a Student Safety/Security Officer in term time and as an Estates Assistant during College holidays.

40 hours per week, 8.30 am to 5 pm with half an hour's unpaid lunch break (1.081 FTE). There is also the possibility of additional hours for evening events for which overtime payment will be made.

Salary Range: Support Staff Salary spine points 18 - 20, £18,593 - £19,328 per annum full time equivalent. Actual salary £20,099 to £20,894 pa. A minimum of 27 days annual leave per annum, plus bank holidays. This will be taken at times to be agreed with your managers, but it is expected that most will be taken outside term time.

Membership of the Local Government Pension Scheme which includes contributions from the employer in addition to your salary.