

**JOB DESCRIPTION**

**Job**: Security Officer

**Department:** Buildings Department (Security)

**Reporting to**: Security Supervisors, Deputy Head of Security and Head of Security.

**Main purpose of the job:** Front Line Security Officer. Duties include working around the College and grounds using patrol vehicles and bicycles and staffing the control room.

**Principal Accountabilities:**

* Undertake shift work working 12 hour shifts covering days and nights
* Undertake patrols as instructed both internal and external
* Undertake action as first Officer on scene in the event of an emergency / situation
* To have a smart appearance befitting that of Eton College
* Enthusiastic and methodical with attention to detail
* Exercise tact and diplomacy when needed
* Have a high degree of interpersonal skills
* Polite and well-mannered in the approach to others
* Show tolerance and understanding
* Represent the College’s best interests at all times
* Proactive in community relations
* Be proactive in thoughts and actions

**Knowledge and skills:**

* Be qualified or agree to be qualified with Professional Guarding Skills
* Clean UK Driving Licence is essential
* Current SIA CCTV Licence is desirable( training is available)
* An ability to communicate at all levels effectively and appropriately with a variety of individuals
* Good level of literacy, numeracy and telephone skills
* IT literacy an advantage
* Hold a 4 Day First Aid At Work certificate or be prepared to train for this qualification