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| **Job Title** | Security Officer |
| **Reports to** | Head and Deputy Head of Security |

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| **Job Purpose** |
| We are looking for a confident and vigilant Security Officer, with excellent communication skills to ensure pupils, staff and visitors are safeguarded within a comprehensive security service.  You will thrive under pressure, be decisive and calm, whilst maintaining the highest levels of professionalism at all times. You will be enthusiastic, self-motivated enjoy working as part of a team. Working across grounds of over 400 acres and around 400 school buildings, you will be flexible and able to work on you own without direction. |

**Key Tasks and Responsibilities**

* 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
* Commitment to equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children

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| **Skills and Competencies** |
| To be successful in this role, the incumbent should have:   * Clean UK Driving Licence * The ability to communicate at all levels effectively and appropriately with a variety of individuals * Good level of literacy, numeracy and telephone skills. IT literacy is an advantage. * Be qualified **or** agree to be qualified with Professional Guarding Skills * Current SIA CCTV Licence is desirable (training is available) * Hold a 4 Day First Aid at Work certificate **or** be prepared to train for this qualification |