

Job Description

Group Member:		Luminate Group Services	
Job Title:		Campus Safety Officer	
Reports to:		Head of Student Inclusion, Participation and Development	
Job Grade	RLW	Department	Printworks Central

ROLE SUMMARY:

Work as part of a team to create a safe, welcoming Campus for students, staff and visitors. Promote an optimal learning environment by providing high visibility friendly security presence across the college estate, acting as a deterrent to unsafe or poor behaviour by patrolling the college, monitoring learner behaviour and enforcing college policies including smoking, vaping and wearing of ID badges

SPECIFIC ROLE RESPONSIBILITIES:

1. Engage with students, staff and visitors to provide a high standard of customer care, to ensure they feel welcome and safe on sites and understand the standards of behaviour expected, intervening restoratively where necessary and ensuring students (as well as staff) are wearing their ID cards.
2. Take responsibility for challenging inappropriate behaviours, using Restorative Practice and other appropriate methodologies.
3. Submit reports where required.
4. Undertake security duties including general guarding, patrolling, access control, CCTV system monitoring as required. In line with policy and legislation, only designated named staff will be expected to view CCTV and training will be given, to support the provision of a safe and secure environment and provide effective security of Campus buildings, contents and grounds including adherence to the Prevent strategy.
5. Check high security/sensitive areas as directed or as time allows and pro-actively check vulnerable areas and suspicious persons and assist Bonafide persons as appropriate

CORE RESPONSIBILITIES:

1. Liaise with and support on-site contractors and visitors to Campus, ensuring compliance with the College rules and policies submitting incident reports as required.
2. Work with colleagues to ensure that Campus buildings are opened and closed as required and ensure the intruder alarms are set and buildings secured (where appropriate)
3. Provide support across the campus, assisting with fire activations and emergency procedures
4. Complete regular inspections and update records to ensure the maintenance of statutory obligations and a safe and welcoming working environment for staff, students and visitors.
5. Be a nominated First Aider and respond as required (appropriate training will be provided).
6. Wear Personal Protective Equipment and uniforms at all times.
7. Summon and deal effectively with emergency services and assist in site evacuation procedures including for those with Personal Evacuation Plans (PEEPS).
8. Take part in staff development activities and attend training courses as required
9. Providing sickness and absence/holiday cover across Printworks, Somerville House and other sites as required.
10. Deliver a high quality and effective customer-focused service.
11. Work collaboratively and consultatively with internal and external stakeholders to ensure a safe Campus environment and participation in a range of activities designed to develop and improve processes and systems
12. Contribute to the Wellbeing Strategy and other policies and procedures designed to support students and staff

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Campus Safety Officer
Department	Printworks Campus Family

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. GCSEs including English and maths (or equivalent qualifications) at Grade 4 or a willingness to undertake these within one year of appointment	A
E	Q2. Health and Safety Training (to an accepted standard)	A
E	Q3. Qualified First Aider	A
E	Q4. SIA licence or willingness to undertake appropriate security training	A
D	Q5. Driving licence with appropriate insurance cover	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of providing a high quality, multi-disciplinary security service.	A / I
E	EK2. Experience of working in an educational environment and engaging with students, staff and visitors in a supportive, restorative and engaging manner.	A / I
E	EK3. Customer focused, with a proven track record of understanding and responding to customer demand, in a proactive manner.	A / I
E	EK4. A good understanding of health and safety in the workplace and safe working practices	A / I
D	EK5. Working knowledge of standard office software, e.g. Word and Excel	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good relevant professional/technical knowledge and job-related knowledge and skills.	A / I / T / P
E	SC2. Ability to work collaboratively with a wide range of stakeholders with a “Can Do” approach	A / I
E	SC 3. Good verbal and written communication skills to enable the compilation of accurate records and other data	I
E	SC 4. Ability to plan ahead and respond to challenges to ensure a positive and productive environment on Campus	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I