

Group Member:		Luminate Education Group	
Job Title:		Security & Campus Operations	
Reports to:		Deputy Director	
Job Grade	LEG D	Department	Enterprise & Employability Somerville Campus

ROLE SUMMARY:

The School of Enterprise and Employability offers a wide range of study programmes and apprenticeship opportunities to both 16-18 and 19+ learners. Our course offers Level 1 Personal Social Development, Level 2 Enterprise and Employability and Level 1 and Level 2 Creative Craft, for learners who are looking to develop employability skills for next steps such as; further education, employment or apprenticeships. The Enterprise and Employability Department is a vibrant area with an exceptional and successful reputation for offering a 'learning by doing' curriculum. Our department is full of energy and passionate about what we do.

We are recruiting a Security and Campus Operations role to provide a service here at Somerville House. We're looking for a dynamic and vibrant professional who can work autonomously and is able to engage with curriculum and support staff, including Health and Safety and Estates teams so that our campus operates safely and ensures a positive student experience.

SPECIFIC ROLE RESPONSIBILITIES:

1. To support the Campus Deputy Director to ensure the location is operated safely for staff and students.
2. To provide excellent customer service to all Stakeholders ensuring that a professional service is provided at all times.
3. To ensure general security, maintenance and safeguarding of the campus site and grounds is adhered to at all times.
4. To contribute to measures that will improve security and facilities leading on some of these improvements.

CORE RESPONSIBILITIES:

1. Engage with students 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. Submit incident reports where required.
2. 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 College buildings, contents and grounds.
3. Liaise with facilities staff to support on-site contractors and visitors to site ensuring compliance with the College rules and policies submitting incident reports as required.
4. Assist in the monitoring of teaching rooms to ensure users are abiding by terms and details of bookings including checking bookings and opening and closing rooms have been booked.
5. Ensure car park arrangements are operational on site and that users adhere to conditions of use.
6. Provide support across the site assisting with fire activations and emergency procedures and testing of fire alarms.
7. Be a nominated First Aider and respond as required (appropriate training will be provided).
8. Summon and deal effectively with emergency services and assist in site evacuation procedures including for those with Personal Evacuation Plans (PEEPS).
9. Play an active role in managing projects as necessary and provide solutions that continuously improve campus systems and processes.
10. Co-ordinate a response to campus security matters ensuring a safe and welcoming environment.
11. To ensure that systems and procedures are in place to support the safe and smooth administration of day to day activities on the campus, including risk assessments and business continuity planning.
12. To ensure all key relevant interactions are recorded on the College Pro Monitor System and followed up with the appropriate staff
13. To work closely with the Student Relations & Behaviour Lead to monitor the behaviour dashboard and take action where necessary

14. To support and deliver enrichment and intervention sessions as required to increase student engagement
15. To take part in behaviour, departmental and panel meetings with students as required and where relevant
16. Take part in staff development activities and attend training courses as required.

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:	Security & Campus Operations
Department	Enterprise and Employability Department

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).	A
E	Q2. Previous experience in general maintenance.	A
E	Q3. Health and Safety Training.	A
D	Q4. Qualified First Aider.	A
E	Q5. SIA Licence or willingness to undertake appropriate security training.	A
D	Q6. Level 3 or above qualification.	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience in providing general facilities services in an effective, efficient and compliant manner.	A / I
E	EK2. Experience in speaking to students and young people 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, proactively.	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, Excel.	A / I
E	EK6. Proven track record in working on time-critical requests and responding effectively.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	SC1. Organisational and Education sector knowledge: Understands the Group and wider educational issues.	A / I
E	SC2. Interpersonal and Communication Skills: Relates well to others, can work independently or as part of a team, good verbal and written communication skills.	I
E	SC3. Achievement and Action: Focuses on making progress, and achieving results. Keen to get going and keep going.	I
E	SC4. Enduring Resilience: Has a positive 'can do' attitude.	I

E	SC5. Critical Thinking: Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	I
E	SC6. Initiative and Innovation: Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways.	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