

Job title:	Security Supervisor
Reports to:	Operations Manager
Business area:	Estates
Responsibility for others:	Yes

JOB DESCRIPTION

Purpose and context:

To provide day to day direction for the security staff in providing a safe, secure and welcoming environment for students, staff and visitors to the College, including contributing to the College's protective security and counter-terrorism preparedness by promoting vigilance, supporting early identification of suspicious behaviour, and ensuring staff are aware of their responsibilities under relevant national guidance such as the Protect Duty (Martyn's Law) once enacted.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Duties and responsibilities:

- Ensure adequate cover is maintained and to participate in cover at all campuses to ensure the relevant campus is opened and closed, secured and alarmed at agreed times.
- Monitor student behaviour, intervening and managing behaviours when appropriate, promoting a positive College ethos at all times, reporting inappropriate behaviour to a duty manager / through an electronic reporting system.
- Support Services Manager and Estates Team in delivering and maintaining quality service across the group in compliance with ISO 9001.
- Monitor the completion of daily work logs for each campus, incidents to be verbally escalated to Services Manager.
- Responsible for training of newly appointed security officers and to maintain competency of existing officers, including ensuring all officers receive and maintain appropriate counter-terrorism awareness training.
- Responsible for managing Agency staff when required.
- Regularly undertake patrols to monitor security, identifying suspicious behaviour deter terrorism-related risks, and report any issues through the appropriate channels.
- Conduct threat, vulnerability and risk assessments, including identifying potential indicators of hostile reconnaissance and escalating concerns appropriately.
- Ensure robust access-control processes are followed, including identity verification, management of restricted zones, and monitoring of high-risk or high-traffic areas.
- Support the development, implementation and testing of emergency preparedness procedures such as evacuation, invacuation, lockdown and major-incident response.
- Act as a key point of contact for security-related concerns, including counter-terrorism intelligence or observations, escalating information to the

Services Manager, external partners, emergency services and CTSA's where appropriate.

- Liaise with police, emergency services and external agencies to support intelligence sharing, preparedness and collaborative protective-security planning.
- Ensure CCTV operations support proactive security and protective monitoring, including CT-related evidence capture and compliance with statutory requirements.
- Provide support to the Lead on incident response, ensuring appropriate actions are taken, accurate reporting is maintained, evidence is safeguarded, and the safety of students, staff, and visitors is prioritised during potential terrorism-related incidents.
- Participate in emergency drills, counter-terrorism exercises and post-incident reviews to drive continuous improvement in protective security.
- Undertake car park patrols to manage and monitor parking to ensure compliance with College car parking policy and provide a safe environment.
- Report to Services Manager outstanding issues with CCTV/ security equipment.
- Support the Caretakers in the event of a fire / emergency evacuation.
- Monitor the control of the issue of keys/paperwork for College vehicles.
- Support the College in student ID checks throughout the academic year.
- Maintain security presence in student areas at peak times.
- Notify requirements for potential holiday/sickness cover to Services Manager.
- Monitor SIA licences for staff to ensure compliance and liaise with Services Manager to arrange for renewal/training.
- Weekly meetings with security staff to discuss forthcoming events within College, operational issues etc.
- Contribute to the development of new systems, procedures and working practices for service improvement.
- Undertake any reasonable duties as directed by the Services Manager or Head of Estates.
- Implement appropriate quality management and assurance systems in accordance with College policy.
- Implement and promote the College Policy for Equality and Diversity.
- Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults.

Responsibilities of all employees:

Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.

Be alert to any indication or allegation of abuse and take appropriate action, as necessary.

Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.

Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.

Act in accordance with data protection legislation.

Participate in team meetings and development opportunities as identified.

Ensure the health and safety of students, staff, and resources within their scope of responsibility.

Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.

Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.

Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification – Security Supervisor

NOTE TO APPLICANTS – please ensure you note in your application form how you meet the criteria below. This is used for shortlisting purposes.

**Criteria:
Essential
Desirable**

**Assessed:
Application
Interview
Task
References**

Qualifications and Training:

Educated to GCSE grade A-C or equivalent in English & Maths (as a minimum)

Desirable

Application,
Interview

Safeguarding or Prevent training (or to be completed within one month of appointment)

Essential

Application,
Interview

SIA Licence

Essential

Application

First Aid (or willingness to undertake)

Essential

Application,
Interview

Door licence (or willingness to undertake)

Essential

Application,
Interview

Relevant Experience:

Previous experience of front line security

Essential

Application,
Interview,
References

Previous experience of working in an education environment

Desirable

Application,
Interview,
References

Previous supervisory experience / experience of providing day to day direction

Desirable

Application,
Interview,
References

Previous experience in applying Counter Terrorism, security and resilience principles to protect people, assets and infrastructure.

Desirable

Application,
Interview

<u>Skills and Knowledge:</u> Good communication skills Good interpersonal skills The ability to remain calm and professional in a range of situations, quickly assessing and diffusing situations in line with College policies and values Enthusiasm and commitment to all tasks undertaken High levels of accuracy The ability to input data accurately Ability to work using own initiative Able to follow procedures and guidance as necessary Ability to operate College in house CCTV in line with College policy and Data Protection requirements Ability to use Microsoft Word, Excel and Outlook The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential Essential Desirable Desirable Essential Essential Essential Essential Essential Essential Essential	Interview, References Interview, References Interview, References Interview, References Application Application Application, Interview Application, Interview, References Application, Interview Application, Interview Application, Interview, References
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<u>Additional Factors:</u>		
Commitment to providing a quality service	Essential	Application, Interview
Helpful and ability to promote customer care	Desirable	Application, Interview
Ability to work in a busy office with tight deadlines	Essential	Application, Interview
Methodical approach to tasks	Essential	Application, Interview
Able to work as part of a team	Essential	Application, Interview
Flexible approach	Essential	Application, Interview
Adaptable to change	Desirable	Application, Interview
Able to work evenings when required	Essential	Application, Interview
A commitment to the principles of Equality & Diversity	Essential	Application, Interview
As the College is a multi-campus site, flexibility and willingness to work across all sites and business is required.	Essential	Application, Interview
Comfortable with minimal lone working	Essential	Application, Interview

Please note that due to the volume of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview