



AMPLEFORTH COLLEGE

SECURITY OFFICER

Job Description

Job Description

The Security Officer will be responsible for assisting with safeguarding the security, safety and wellbeing of everyone on the Ampleforth College and estate. They will also be responsible for the security of equipment, buildings and the estate. Carrying out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation.

Main Duties

- To maintain a high profile and alert security presence around the buildings and estate on foot or via security vehicle.
- To act at all times in a manner as to promote and safeguard:
 - (a) the safety and wellbeing of the students, staff, parents and visitors
 - (b) the security of equipment, buildings and the college estate.
- To proactively patrol buildings and the estate as required and in accordance with the security procedures. Assist with dealing with any parents or visitor's enquiries and, at the last resort if required and absolutely necessary, to escort unauthorised visitors off the estate.
- To investigate any threats or incidents of crime on the estate ensuring that such threats or incidents are correctly logged in the security log and reported to the local police as appropriate.
- To report and record damage or defects to buildings, equipment and plant, including any potentially unsafe conditions or health and safety hazards to the Estate Department.
- To open and secure College buildings as and when required.
- To have a detailed and up to date knowledge of all College emergency procedures and be the first point of contact for the emergency services
- To activate / deactivate intruder alarms as and when required.
- To have an up to date knowledge and understanding of the fire panels and policies relating to response and evacuation.
- To respond to fire alarms centrally and at independent locations
- To prevent and challenge unauthorised persons / vehicles entering the College buildings / estate.

- To assist with the control and management of parking and vehicle access through, on, or in the vicinity of the Estate.
- To assist staff, pupils and visitors during crisis situations / emergencies.
- To monitor internal and external site activity using CCTV.
- To safeguard keys and record their issue and return.
- To accept post, parcels and deliveries outside of usual office hours, and use security patrols to assist with deliveries if required.
- To assist when required in car parking duties / signage for functions or events.
- To attend training courses as directed and assist with on the job training as requested.
- To work as part of a shift system which will include some late evening finishes and weekend working.
- To be available whenever possible to assist with covering absence by working overtime and also in the event of a business need (ie function / event over-running / incident)
- To assist with any additional duties when requested.