



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Security Guard</b>
<b>Sector/Section:</b>	<b>Facilities Management Team/Estates</b>
<b>Grade:</b>	<b>Security / Caretakers</b>
<b>Directly Responsible to:</b>	<b>Facilities and Health and Safety Manager</b>

### **Purpose of the Job**

**To carry out a range of Security Services to include-**

Safeguarding of students, vulnerable adults, staff and all other users of the facility.

- For the protection and security of its buildings and assets including its grounds including all external car park areas.
- Monitoring and documenting of incidents.
- Ensuring standards of safety, cleanliness and tidiness are maintained and monitored throughout the site.
- Monitoring of all areas through CCTV facility and patrols.
- To provide advice and guidance on security matters to all users of the facility when required.
- Liaising with external enforcement agencies when required
- Work with external partners when required.
- Liaising with Key College Staff following up on incidents and reporting.
- Good PC Skills and knowledge of software programmes, Microsoft, Excel, Outlook.
- Provide cover for events including weekends when required.



## **Main Responsibilities**

Under the Direction of the Director of Estates and supervision of the Facilities /Health & Safety Manager.

1. To work in collaboration with the College Facilities Management Team and other key College personnel, in order to maintain security of the College premises including students, staff, visitors and other authorised users of the facility (Customers).
2. To be conversant with the College Health & Safety arrangements including emergency procedures currently in operation.
3. Post holder will be expected to undertake First Aid Training and be a College First Aider.
4. To be familiar with the College requirements in relation to the student contract and College student handbook
5. To be familiar with College procedures relating to other contractors working at the College premises.
6. To be responsive to the personal radio system installed within the College and to react responsibly and efficiently to calls for assistance.
7. To check students and staff ID cards to prevent unauthorised persons from entering the premises.
8. To deal with disruptive, aggressive, challenging behaviour and if necessary remove the offender/s from College premises, additionally remove unauthorised persons in a tactful and non-confrontational manner.
9. To be alert and efficient at all times and promote crime prevention.
10. To undertake internal and external patrols including car parks at relevant and appropriate times.
11. Deal with enquiries and giving directions to all customers in a courteous respectful manner.
12. To complete documentation when required, Incident forms, CCTV request forms in a timely manner.
13. To liaise with external enforcement agencies and external partners when required in line with College policies and procedures, adhering to any data protection regulations.
14. Guards are to be familiar with the use of security equipment ie radios/pagers that is in use. Guards are to ensure that equipment available at the College must be returned to the security office at the end of working shift/day.
15. Guards are required to participate in College training and supervision sessions as deemed necessary by the Director of Estates/ /Health & Safety Manager.



16. Guards must be willing to cover other shift patterns when colleagues are absent to maintain adequate cover to meet the needs of the business this may include Evenings, Saturdays and Sundays.
17. To provide assistance to the fire controller in the event of fire alarm activation and report to the designated area and await instruction.
18. Assist with cleaning duties including emergency spot cleaning which may be needed to maintain hygienic standards and for the safety of staff, students and other building users.
19. Assist in the movement of parcels, furniture, and equipment around the site when needed.
20. Report any potential hazards, near misses, accidents to the FM Helpdesk or Health & safety Advisor.
21. Spot litter pick in buildings/grounds/areas whilst on patrol and challenge persons on site for dropping litter in a professional manner, call for cleaners or caretakers for excessive litter removal.
22. The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies and procedures of the corporation.
23. The post holder will be expected to maintain confidentiality at all times and only report any disclosures to the appropriate member of staff ie Safeguarding Team, Health & Safety Manager , Director of Estates, Principal, other designated Senior Management.
24. The post holder will be expected to comply with any rules and regulations, which the corporation may from time to time issue to ensure the efficient operations of the business and the welfare and interest of its students and employees.
25. Under take such other duties as may be required by the Principal, commensurate with the grade and nature of the post.
26. This is not an exhaustive list; the College reserves the right to include additional duties as it sees fit to meet the needs of the business in line with the role.
27. The post holder must have knowledge of computer systems Microsoft, Excel, Outlook.



**In carrying out their duties the appointed person must:**

1. Comply with health and safety regulations
2. Be aware of the College statement on Health & Safety
3. Be fully aware and comply with the College policy on equal opportunities
4. Be fully aware and comply with College policy on data protection

**Place of Work**

The principal place of work for this post will be Bolton College's premises at the Deane Road. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provides services.

**Working Hours**

**Post 2 Term Time Only Security Officer 15 hours per week over 36 weeks**  
**Security Rate £16,693 per annum pro rata**  
**Monday – Friday 3:30 pm – 6:30 pm**

Your pattern of work will need to be flexible and will therefore vary from time to time. Occasional evening work may arise. In normal circumstances where you work beyond your contracted number of hours, time off in lieu may be given or in exceptional circumstances overtime may be payable. Weekend work may be required from time to time on a Saturday or Sunday.

**Training**

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review.



### **Probationary Period**

If the post holder is a new employee to the College, the first nine months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month. The Corporation's Disciplinary Procedure will not apply during the probationary period.

### **Appraisal**

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of Health & Safety, smoking is not permitted in Bolton College.

**JOB DESCRIPTION PREPARED BY: Facilities Health & Safety Manager**

**DATE: July 2015**