



PERSON SPECIFICATION

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|--------------|-----------------|--|---------------|-------------------|
| POST | SECURITY | | DEPT | FACILITIES |
| GRADE | SECURITY | | REF NO | 033-19 |

| EDUCATION / TRAINING | | CRITERIA ESSENTIAL (E) DESIRABLE (D) | MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P) |
|---|--|--|---|
| | Must be willing to undertake appropriate training and development in order to meet the requirements of the post. | E | AF |
| | First-Aid Certificate or willing to undertake First Aid Training | E | AF |
| | Knowledge of Health and Safety in the Security Role | D | AF |
| RELEVANT EXPERIENCE | | E / D | MEASURED BY |
| | Experience of dealing with a range of people at different levels | E | AF/I |
| | Experience of working in a security role | E | AF/I |
| | Experience of working in an educational environment | E | AF/I |
| | SIA Certification and Training | E | AF/I |
| | CCTV Operation experience | E | AF/I |
| | Experience and knowledge of safe restraint techniques | E | AF/I |
| | Experience in using PC/Laptops and knowledge of Word and Excel software. | E | AF/I |
| RELEVANT KNOWLEDGE/ SKILLS & APTITUDES | | E / D | MEASURED BY |
| | A positive flexible commitment to Customer Care | E | AF/I |
| | Confident in dealing with difficult challenging behaviour | E | AF/I |
| | Able to work on own initiative as well as a member of a team. | E | I |
| | Flexible & self-motivated with a 'can do' approach | E | I |
| | Well organised and able to prioritise tasks. | E | I |
| | Ability to communicate with all users of the building at a range of levels. | E | I |
| | Awareness of Health & Safety issues. | E | I |

| SPECIAL REQUIREMENTS | | E / D | MEASURED BY |
|--|--|-------|-------------|
| Willingness to work flexibly to meet the requirements of the centre, including providing cover for colleagues during holidays, sickness absence, including flexibility to swap shifts at short notice. | | E | I |
| Ability to cope with physical demands of the job. E.g. lifting, carrying, early/late shifts. | | E | I |
| Ability to deal with the stresses/strains/demands of the role including possible verbal and/or physical abuse from 3 rd parties and deal with issues in a calm positive professional manner, defusing situations. | | E | I |
| Ability to write up professional reports, complete security incident reports, CCTV request forms and follow up on any actions required liaising with the appropriate managers/dept. | | E | I |
| Committed to the principles of valuing diversity and equal opportunities. | | E | I |
| Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment. | | E | I |