



**St Mary's
University
Twickenham
London**

JOB DESCRIPTION

Department:	Estates and Campus Services
Job Title:	Security Officer
Responsible to:	Security Supervisor
Starting Salary:	£27,705.00 per annum base salary, plus additional contractual allowances that could go up to £1,161.00 per month plus overtime
Band:	Band C
Term:	Permanent
Hours:	12 hour shifts on a day/night rotating basis – 3 days on, 3 days off, 3 nights on, 3 off rolling (including weekends Bank, Public holidays, University closure days for which an enhanced rate is payable).
Annual Leave:	25 days per annum

Overall Role

To provide security, protection and care for all St Mary's personnel, property and buildings.

Main Duties

- To provide a 24-hour security and fire protection presence at St Mary's University, Twickenham or any other premises owned or leased by St Mary's University.
- CCTV monitoring.
- To prevent, and within the law, assist with the detection of crime on University property, and maintain liaison with local police where necessary.
- To carry out initial investigations and supply written reports to the Security Operations Manager on any matter which falls within the remit of the Safety, Security & Fire Service provided to St Mary's University.

- To work closely with the Maintenance team to ensure that any physical breaches of security are avoided and where appropriate rectified.
- To ensure that any observed breaches of Health & Safety Regulations are promptly reported to the St Mary's Health & Safety Officer for any necessary action.
- Assist the Security Operations Manager in the provision of an increased level of security during occasional visits by Royalty and VIP's.
- To monitor and, where necessary, enforce the car parking system for the University, ticketing vehicles as required issuing warning notices when appropriate. Issue and replace passes where necessary.
- To lock and unlock buildings as required.
- To provide reception and reception switchboard cover.
- To assist in the sorting and distribution of all mail and parcels if required.
- To assist with the franking of outgoing mail.
- To keep all keys secure which are kept in the Security Control Room, including keeping a record of key issue and receipts of any cash associated with their loss.
- To conduct regular patrols of the site and any other University property to ensure the safety and assurance of its inhabitants, whilst maintaining a crime prevention profile.
- To work any overtime required to cover absence of colleagues due to sickness or annual leave.
- To locate and retrieve internal signing and traffic control for specific functions held within St Mary's University and any other location.
- Any other duties as requested by the Security Operations Manager.
- To react to any incident resulting from a fire alarm, alerting the Fire Brigade where necessary and providing a written report to the Security Operations Manager.
- To investigate any medical incident, giving initial First Aid when necessary and notify the relevant medical authorities. Provide a written report of any medical incident to the University Health & Safety Officer. (First Aid Training will be provided).

PERSON SPECIFICATION

PERSON SPECIFICATION Essential	Essential	Desirable
Experience of working in a customer-related environment.	X	
Excellent communication and interpersonal skills.	X	
Knowledge of service-oriented environment.	X	
Experience of Security.	X	
Knowledge of security systems.	X	
Driving Licence.	X	
Experience of reception and postal duties.	X	
Computing experience.	X	
SIA CCTV Licence.	X	
SIA Door Supervisor Licence.	X	
First Aid qualification.	X	
Mental Health First Aid		X

This post requires a degree of physical effort. Training on health and safety issues will be provided.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.



Policy Statement on the employment of ex-offenders

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, St Mary's University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- St Mary's University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate and confidential cover to a designated person within St Mary's University and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows St Mary's University to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in St Mary's University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.