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# Job Description

**Head of Security**

Job Title: Head of Security

Grade: Harmonised Scale pt. 37 - 40

Reporting to: Head of Estates and Security

Responsible for: Security Staff (Permanent and contract staff) including PCSO

Base: Uxbridge/Hayes/Harrow

## JOB PURPOSE

Responsible for the security of staff, students, and visitors at all HCUC sites and to implement and promote agreed standards of student behaviour through the College security team. The role is operationally based at Uxbridge and has oversight and delegates to senior security staff at other HCUC sites. The post holder is to manage security at the College by his / her presence in student areas and is not wholly office based. This presence is key to the effectiveness of this role.

**DUTIES**

**Main Duties and Responsibilities**

1. Administer the college’s CCTV/ access control system and ensure compliance with current Code of Practice.
2. Lead on incident management and develop policy as threats evolve.
3. Maintain the college’s radio management system both hardware and licences
4. Support and assist Student Support with Safeguarding issues, including close liaison with the Safeguarding lead.
5. Carry out Duty Managers training for college staff
6. Assist with the delivery of the college’s PREVENT package to staff and maintain current with PREVENT related issues.
7. Support and assist the college to ensure compliance with the PREVENT framework including liaising with the local authority and other agencies reference PREVENT issues when appropriate.
8. Act as the focal point for communication with the Police.
9. Plan and conduct security training for security staff and other staff as required.
10. Plan and conduct screening and search operations on the site as required.
11. Conduct security audits of the college’s sites.
12. To ensure procedures for the correct use of student ID passes are observed by all staff and to ensure that the security team implement these rules consistently.
13. To ensure procedures are in place to maintain the integrity of all campuses in liaison with the Executive Director Corporate Services..
14. To monitor student behaviour and the work of the security team by being available in student areas during key parts of the day.
15. To take appropriate and swift action to remove unauthorised persons from the College premises or delegate this instruction to security staff.
16. Regulate and monitor on site parking
17. Undertake investigations into student misconduct at both on site or off site locations, and provide reports to Principal / Vice Principal / Curriculum Directors / Heads of School as requested.
18. Ensure the efficient day-to-day operation of the security team on shift through the Senior Security Officer at each site.
19. Ensure that records are kept by Security Officers of students with frequent minor transgressions of the rules so that disciplinary action can be taken if appropriate. This includes making entries on college systems as necessary
20. Attend student and staff disciplinary hearings when requested to give evidence about incidents.
21. Provide students, staff, and visitors with information about College security policy and procedures in a courteous manner and ensure that members of the security team are able to communicate this information as well.
22. To provide cover during the day / in the event of the absence of a rostered Duty Manager.
23. Prepare the Duty Manager’s Duty Roster for Hayes and Uxbridge on a half termly basis for both evening and day cover.
24. Liaise and agree with the Duty Manager on site to determine the appropriate course of action to be taken in the event of student misconduct or an incident occurring.
25. To assist the Duty Manager to monitor the safe and efficient evacuation of students, staff and visitors during fire alarms and agree with the Fire Service when return to the buildings can be completed safely.
26. Manage the scheduling of annual leave of security staff to ensure that it is taken in College holiday periods as far as possible.

### Staffing and Development

1. Ensure that all staff within the security team are effectively appraised at the six month probationary review and annual appraisal, and are developed as required.
2. Line manage and implement all relevant staff policies including discipline, grievance, sickness etc.
3. Arrange regular (monthly) staff meetings with the security team to advise them on latest policy developments, security problems etc.
4. Coach and support staff to achieve, improve and develop their full potential.
5. Induct, train, and develop staff providing the relevant knowledge and information necessary for them to carry out their duties.

### Other

1. Promote Equal Opportunities and implement the College’s Equal Opportunities policy.
2. Provide a secure, safe and friendly learning environment including abiding by the College’s Health & Safety Policy.
3. Maintain and monitor risk assessments linked to security tasks.
4. Complete all documents necessary to comply with College HR policies, e.g. sickness forms, appraisal forms, annual and three and six month probationary reviews and ensure all staffing records are kept up-to-date.
5. Carry out any other duties commensurate with the scale and grade of the post.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

## Person Specification

# Head of Security

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|  | **Essential** | **Desirable** | **How assessed?\*** |
| **Qualifications** |  |  |  |
| * GCSE, A level or HND standard of education | ✓ |  | AF/cert |
| Knowledge, Skills and Experience |  |  |  |
| * Security, Police, Armed Forces or suitable related experience | ✓ |  | AF/IV |
| * Good knowledge of security issues | ✓ |  | AF/IV |
| * Experience of working with young people preferably in an educational environment |  | ✓ | AF/IV |
| * Knowledge of CCTV access control systems |  | ✓ | IV/AF |
| * Good oral and written communication skills | ✓ |  | T |
| * Management experience and the ability to lead a team to achieve success | ✓ |  | AF/IV |
| * Sound judgement of how to deal with a variety of different but challenging situations | ✓ |  | AF/IV |
| * Manages appropriately with a persuasive and understanding approach | ✓ |  | AF/IV |
| * Excellent interpersonal skills | ✓ |  | IV |
| * Ability to build working relationships with a wide range of stakeholders | ✓ |  | AF/IV |
| * A firm but fair approach to student misconduct | ✓ |  | AF/IV |
| * Good understanding of Safeguarding/Prevent issues | ✓ |  | IV |
| * Good understanding of Equality and Diversity | ✓ |  | IV |
| **Competencies**  The Head of Security should be able to  Demonstrate competency in all of the following areas:  Communication; Planning and Organising;  Interpersonal Sensitivity; Strategic Vision; Motivating Others;  Problem Solving and Decision Making; Developing Self and Others | ✓ |  | AF/IV |

**\***Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Tests

Cert = certificates checked at interview/onboarding