PETER SYMONDS COLLEGE **JOB DESCRIPTION**

Job Title: Student Safety and Security Officer

Reports to: Head of Student Services via the Deputy Head of Student Services

Job Purpose: To assist in the security, safety and care of College users and the protection of the facilities.

Duties will include:

1. Patrolling the College grounds and buildings to provide a visible and reassuring security presence.

2. Monitoring student behaviour in common areas, including the smoking area, promoting positive behaviour and intervening to challenge bad behaviour, reporting it as necessary.

3. Ensuring that there is no smoking or vaping on site apart from in the smoking area and, as far as possible, preventing students from smoking or vaping at the gates.

4. Being available to support members of the Safeguarding Team to search students for prohibited items, in accordance with the College's search protocol.

5. Helping to ensure that students and staff carry ID badges at all times.

6. Watching for unauthorised visitors on site, challenging if it is safe to do so and reporting as necessary.

7. Reporting cleaning or maintenance issues for attention by the Estates team.

8. Being aware of student wellbeing and seeking assistance for distressed or sick students, as appropriate.

9. De-escalating any potential conflict situations as quickly as possible.

10. Assisting with directing traffic if required.

11. Responding to emergencies as required, including assisting with directing emergency vehicles on site.

12. Ensuring that all incidents and near misses are recorded on the daily log and reported, particularly where there is a health and safety risk.

13. Representing the College within the local community, liaising in a constructive manner with local residents, and ensuring that students are not causing a nuisance outside the College gates.

14. Reviewing CCTV footage with the assistance of the IT team when requested by the Senior Management Team.

15. Being confident, clear and responsive on team radios

16. Represent the Safety and Security Team at the College Health & Safety Committee meetings when required.

17. Prioritising the safeguarding of all students and participating in training on safeguarding matters.

18. Attending multi agency meetings where necessary to share and gather information on local issues.

19. To liaise with the police where necessary as agreed with the Senior Management Team

20. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.

21. Any other duties as reasonably directed by the Principal.

September 2026

PETER SYMONDS COLLEGE PERSON SPECIFICATION

Job Title: Student Safety/Security Officer

Essential:

1. Sufficiently fit to work outside in all weathers, walking for much of the day.
2. An empathy with young people.
3. Friendly personality, but with the confidence to assert authority when required.
4. Emergency First Aid qualification or a willingness to obtain it.
5. Calm under pressure, including handling difficult situations on your own and de-escalating them.
6. Committed to the safeguarding of children and vulnerable adults.
7. Committed to the principles of equality and diversity.

Desirable:

1. Previous experience with the age group.
2 Previous experience in security work.
3. SIA licence in security guarding (or willingness to be trained).
4. Knowledge and understanding of the Prevent Duty.
5. Knowledge about drugs and alcohol policies in relation to young people