



PERSON SPECIFICATION

POST	SECURITY	DEPT	FACILITIES
GRADE	SECURITY	REF No	049-19

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
SIA Certificate and Training		E	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
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
<p>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.</p> <p>Ability to cope with physical demands of the job. E.g. lifting, carrying, early/late shifts.</p> <p>Ability to deal with the stresses/strains/demands of the role including possible verbal and/or physical abuse from 3rd parties and deal with issues in a calm positive professional manner, defusing situations.</p> <p>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.</p> <p>Committed to the principles of valuing diversity and equal opportunities.</p> <p>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.</p>		E	I
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