

The Leicestershire College

Job Description

1. Job Details

Job Title:	Security Officer – Stephenson's Campus
Department:	Estates
Reporting To:	Estates Site Manager
Competency Level:	Business support 1
Hay Grade:	G2
Date of Job Evaluation:	October 2025
Annual Salary (FTE):	£25,464 per annum
Date:	October 2025

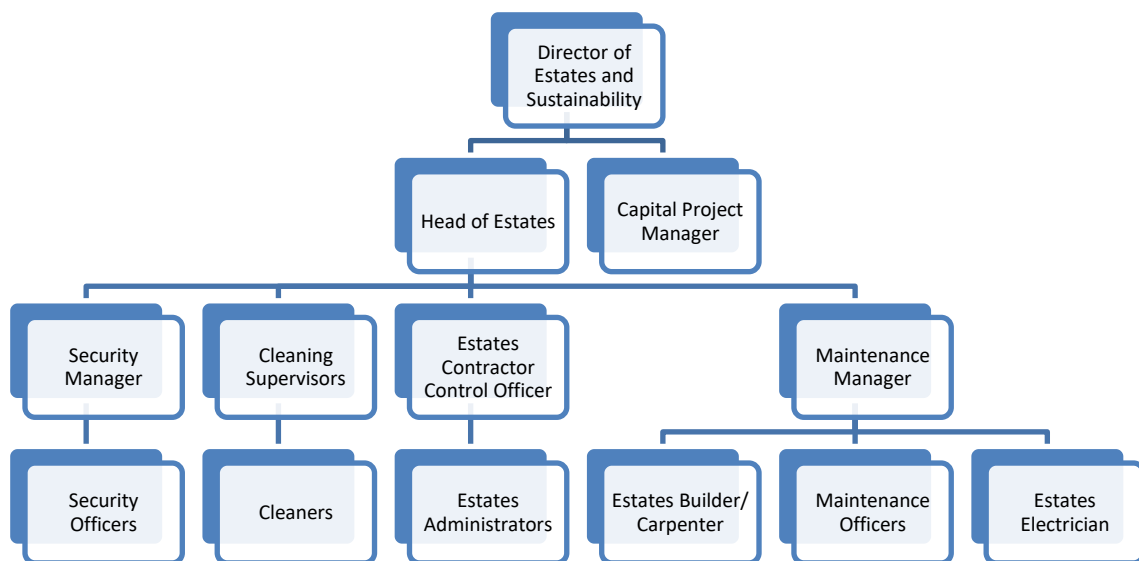
2. Job Purpose

To provide security and flexible support to the college during working hours to work as an efficient security team, to ensure students and visitors follow the codes of conduct expected of them. To use policies, procedures, and best practice to ensure a safe and secure environment for students.

3. Dimensions

Not Applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally with Loughborough College Group and any place associated with Loughborough College Group by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time with Loughborough College Group.

E – Equality – All stakeholders will be given the same opportunities throughout their time with Loughborough College Group. They will be treated and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College Group will work towards creating a diverse college community by ensuring all people are represented and have role models to aspire to. A diverse College environment will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College Group will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College Group will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College group’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

- To conduct security patrols across campus and college accommodation to deter potential threats.
- Provided a high level of customer focused security service on college grounds.
- To act as a main point of contact for students, staff and visitors.
- To ensure the enforcement of all college safety policies.
- Use SIA training to support in conflict situations effectively.

- Complete detailed Incident reports and security logs on a daily basis.
- Complete a monthly report to the site manager which includes statistical analysis of security incidents and outcomes.
- To be part of an investigating team when incidents and concerns are raised and formulate reports on findings.
- Monitoring and management of CCTV systems in line with all current GDPR.
- Responsible for the unlocking and locking of all campus building, gates, barriers etc.
- To be responsible for a variety of fire and intruder alarm systems and have a complete understanding of their functions.
- To be responsible for the mandatory testing and recorded keeping of all college fire safety systems which include fire alarm systems, extinguishers, Emergency lighting, AOV'S, and all other safety systems.
- To be responsible for the monthly and weekly legionella flushing and recorded keeping
- To manage all traffic related issues within the campus grounds to included carpark, gates, barriers, signage and the issuing of tickets for non-compliance etc.
- Provide when needed First Aid support when college buildings are occupied.
- To conduct stop and search on Students, staff, visitors when required.
- Liaise with key departments to help the control of illegal substance, violence, language, noise, theft, nuisance, etc. throughout the College campus.
- Develop a close working relationship with the safeguarding team.
- Be a Liaison point for local residents and carrying out street to street patrols to provide a visual deterrent for unauthorised parking and public disorder from college students.
- Carry the call out phone as part of a rota system to respond to emergencies
- Assist the Estates team with any "added value" tasks agreed with the site manager (e.g. cleaning/checking college vehicles/ moving equipment etc.)
- Work as part of a flexibly team - covering for absences etc.
- Event management support duties including lettings, open days and the setup of these events etc.
- Provide support in the estate's office. Which will include at times, postage, helpdesk, filing, photocopying, use of computer systems and general office duties as required.

7. Key Result Areas

Action	Result
Provide a customer focused service.	Students, staff and visitors have a better user experience.
To lock and unlock buildings as required.	College buildings will be secure with reduced call outs.
Control traffic management systems.	Safer and easier access to car parking at the college.
Enforce the college behaviour policy.	Safer environment for all staff and student and an overall better visitor experience.

8. Key Working Relationships and Communications

Internal: The Security Officer will need to develop close working relationships with Key College stakeholders.

External: The Security Officer will be required to liaise with external contractors, public.

9. Scope for Impact

Not Applicable.

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions.
Communicates with accuracy; enables mutual understanding; confident presenter.	Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words.
	Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Understands customer expectations; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge.	
Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent.	•		Application/ Certificates
2.	Possess a SIA Licence.	•		Application/ Certificates
3.	Possess a First aid qualification or be willing to obtain.	•		Application/ Certificates
EXPERIENCE				
4.	Experience of security or locking down buildings on a large site.	•		Application
5.	Experience in security sector, armed forces, or service industries.		•	Application/ Interview
6.	Proven experience of delivering excellent customer care and services in a large organisation.	•		Application
7.	Experience of complaint handling and follow up procedures.		•	Application
SKILLS & KNOWLEDGE				
8.	Possess a positive, can-do approach to work.	•		Interview
9.	Be able to work on own initiative in an organised manner.	•		Interview
10.	The ability to deal tactfully, calmly and effectively with a wide range of people from within and outside of the organisation.	•		Interview
11.	Knowledge developed though training or experience in security regulations.		•	Interview
12.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
13.	Hard working and consistent approach	•		Interview
14.	Team player with ability to work alone	•		Interview
15.	Commitment to undertake the college induction programme upon commencement of employment	•		Interview
16.	The ability to maintain good relationships with staff at a range of levels by behaving with integrity, treating people with respect and leading by example.	•		Interview
17.	Demonstrating a professional approach which generates credibility and confidence	•		Interview
18.	Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts with the College Group.
3. This job description and person specification was prepared in October 2025 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	