

SECURITY OFFICER

Northfields is currently seeking to appointment a security officer. The purpose of this position is to ensure the safety of students, staff and other stakeholders of the school.

The potential candidate will be part of the Facilities Department and may require doing any other tasks as per the requirement of the school.

The potential candidate will have a line reporting to the Facilities Manager.

KEY RESPONSIBILITIES

- To routinely patrol the Northfields Campus
- To handle & hand over all required paperwork to the next Security guard coming on shift as per the school policies.
- To ensure that students/ staff and other stakeholders are adhering to the school's policies and are not damaging the property of Northfields.
- To report any suspicious behavior to the team supervisor & Facilities manager.
- To ensure that the school's main gates are monitored at all times.
- To ensure that visitors are recording their names and stating their purpose of their visit in the log books of the school
- To ensure full control over who and what is entering or leaving the school premises
- To give guests a visitor's pass during their visiting time
- To ensure that security cones are positioned daily as per instructed guidelines.
- To ensure professional behavior at all times and live up to the values of Northfields
- Walking Staff/Students safely from one location to another, as and when required
- To assist in the opening of the school (classrooms & Offices) as from 6:45 in the morning and close the classrooms by 18:00
- To assist the Facilities Team in other duties outside the Security scope
- To respond quickly and correctly during crisis
- After a crisis, the security Officer should report to the team supervisor/ Facilities manager, police or appropriate authorities

The successful candidate should possess the job specification as outlined below:

EDUCATION

- Minimum form IV

EXPERIENCE

- Experienced Security guard
- Working in a School environment
- Conversant in English and French

SKILLS

- Communications skills
- Writing skills
- Knowledge of emergency procedures
- Proven work experience as a security guard or relevant position
- Surveillance skills and attention to detail
- Integrity and Professionalism

Please send full CV and cover letter to careers@northfieldsinternational.school by **Sunday 27th January 2019**.