

Person Specification

Job Title: **Site Security Officer**

Grade / Salary: **(Scale 3) (SP 5-6) 36 Hours per Week,
Term time only (40 weeks)**

The following is a summary of the main attributes sought in candidates for the above post. It is recognised that no candidate will match the list perfectly, but the successful candidate will be able to demonstrate a good spread of attributes at a satisfactory level across the range as a whole.

EDUCATION

<i>Essential</i>		Evident in Application	Evident at Interview
1.	Education to GCSE level (or equivalent)	✓	
<i>Desirable</i>			
2.	Security Industry Authority (SIA) licence	✓	✓

Essential Skills, Abilities and Knowledge

<i>Essential</i>		Evident in Application	Evident at Interview
3.	Experience working in security or similar role	✓	✓
4.	Strong communication skills, both written and verbal	✓	
5.	Experience of basic administration	✓	✓
6.	Knowledge of basic IT skills (including use of Microsoft office e.g. Word, Outlook and Excel)	✓	✓
7.	Ability to work collaboratively with colleagues as a member of the team		✓
8.	Health and safety knowledge		
9.	Ability to work successfully under pressure and prioritise effectively	✓	✓
10.	Ability to work flexibly	✓	
11.	Experience of working across a large and varied site	✓	✓
12.	Excellent customer service skills	✓	✓
13.	Excellent problem-solving skills with strong organisational abilities		✓
14.	A demonstrable commitment to Equal Opportunities and an understanding of multi-cultural communities	✓	✓
15.	Ability to take an active role in the maintenance of the site	✓	
16.	Adaptable to suit the needs of the role		✓
17.	Understanding of and commitment to safeguarding children.		✓
18.	Sense of humour and perspective		✓
19.	High levels of integrity, honesty and endeavour		✓

20.	Energy, enthusiasm and resourcefulness		✓
21.	Professional and discrete when required		✓
22.	Reliable and a team player, as well as able to work without supervision	✓	✓
Desirable			
23.	Experience of working in an educational setting	✓	

Working Arrangements

- As part of safeguarding children, the post holder will be required to undergo an enhanced DBS check.

Signed:

Name:

Dated:

(March 2026)