

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Security Officer

Department: Estates

	Essential	Desirable	Tested by (Application form, Interview, Test)
Knowledge, Education, Qualifications and Training			
GCSEs or equivalent - incl. Maths & English	x		Application form
Security related qualification		x	Application form
First aid qualification		x	Application form
Specific Skills, Experience and Knowledge			
Experience within security or similar role	x		Application form
Able to act and respond in an emergency situation	x		Interview
Able to operate within disciplined procedures	x		Interview
Able to compile competent written records	x		Application form/Interview
Experience within similar environment		x	Interview
Good organisational skills	x		Interview
Assertive and courteous	x		Interview
Team player but able to work alone	x		Interview
IT Skills		x	Interview
Driving licence (to drive security vehicles to attend to emergencies across campus and to escort emergency services)	x		Application form

Personal and Interpersonal Skills			
Excellent interpersonal skills	x		Application form/Interview
Able to carry out instructions	x		Interview
Customer focused approach	x		Interview
Physical Requirements			
Able to lift equipment	x		Interview
Able to undertake patrol work	x		Interview
Circumstances			
Work a shift system – 24/7	x		Application form/Interview
Able to assist with additional hours during peak times	x		Interview