

THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Manager Security, Surveillance and Transport	Department: Admin
Reports to: Head of Operations	Timings: 7:45 am to 4:30 pm Workdays: 5-day week
Role: Liaising role: interacting with security, transport agencies, police, fire, and other government departments. Operational role: Ensuring duty allocation to security, surveillance and transport staff for a safe, secure campus and transportation as well as smooth traffic flow in and around the perimeter of the school. Advisory role: Provide strategic security, surveillance, and transport inputs.	
Key Accountabilities: <ul style="list-style-type: none"> Responsible for efficient functioning of the Security setup over physical perimeters of the school and internal security of the school students, staff and other community members, visitors etc. present inside the school premises, school assets and school property from any external or internal threat. This includes the ongoing new building project site as well. Responsible for liaising with the Security agency, Police, Fire department and other law enforcement agencies for security related matters. S/he will ensure that all visitors, parents, and staffs display their ID cards while in the school. S/he shall also ensure coordination with security agency and school vendors, and address verification of all support staff. Responsible for providing strategic inputs for ensuring a fool proof security environment within the school, upgrading security procedures, and modernizing the security equipment's from time to time, providing budgetary estimates for security upgrades. Ensure that the existing equipment such as CCTV, HHMD, Wireless sets, fire-fighting system including, smoke detectors and fire alarm system are adequate and are in working condition. Responsible for finalising duty roster for security Supervisors and guards, traffic management, and implementation of the school security policies and procedures. Will ensure that the security staff positioned at all gate functions as per laid down procedures by the School Management and all guidelines / instructions for entry / exit of the visitors are complied with. Responsible for monitoring the overall performance of the security agency, the functioning of all security staff and deal with and report any unsavory incidents to concerned school officials. Ensure effective and secure conduct of assigned surveillance operations. Overseeing the work of the Transport executive and ensuring all safety precautions that are required for school bus, school cars, tours and trips are all taken care as per school requirement. Management of parental issues regarding school transport. Communicating and sending SMS to parents regarding school transport issues such as delays etc. Ensure full manning of the security and surveillance staff with adequate planning for their absenteeism, due leave, and training etc. Ensure that the security, surveillance, and transport staff are always smartly turned out. 	

- Conscious of the fact that the security staff is first to receive and interact with all visitors and image of the school is projected through them.
- Assist the Head of operations in taking adequate precautions for safe and secure conduct of the school events, functions, and visits.
- Develop internal intelligence and verification of relevant third party and other staff to ensure internal security.
- Any other responsibility as assigned from time to time by the management.

Competencies:

- Leadership of innovation and change.
- Promotion of collaborative learning environment.
- Leadership and management of colleagues to enhance their performance, creating a culture of coaching and mentoring.
- Open and transparent two-way communication.
- Build ethos and morale of organization to contribute to mission and vision and strategic goal.
- Sound judgement and decision-making skills, with a 'hands on', problem solving approach, able to remain calm under pressure and take control of incidents.
- Experience of writing procedures, drafting reports, preparing business cases, and compiling and adjusting duty rosters to meet shortfalls in staffing levels.
- Effective report, procedure, business cases writing skills.
- A sound working knowledge of security best practice and legislation affecting the security role.
- Culturally sensitive and resolves conflict.

Personal Attributes:

- Graduate with basic IT skills.
- Physically active and hand on security professional.
- Security professional with a proven management experience within military/paramilitary services and the civilian experience in security functions. Civilian experience 5+ years and total experience 10+ years.
- Enthusiastic and committed approach with a track record of building strong, trust base relationships with colleagues and stakeholders at all levels.

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.



Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature:

Date: