



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

Job Description

Position: Security Officer

Reporting to: Maintenance Supervisor

The Security Officer at International School Suva is responsible for ensuring the safety and security of students, staff, visitors, and property. This role involves monitoring the school premises, managing access control, responding to emergencies, and collaborating with the school community to maintain a secure environment.

Key roles and responsibilities:

- Attend to the assigned school gates and manage the entry/exist operation.
- Ensure that no student leaves the school premises without written permission from the Heads of School or Teacher in charge
- Maintain the log book
- Report any suspicious persons to the Maintenance Supervisor, Maintenance Manager, Heads of School, senior staff or the Principal
- Ensure that the school gates are closed at all time. If the gate is left open for the frequent flow of traffic in the morning and afternoon, the security officer needs to man the gate.
- The night shift security officers have to punch the digitool on required intervals as per the digitool procedure.
- Monitor the security surveillance system and report any matters of concern
- Accompany teachers and students on respective school trips and/or camping as and when required.

Qualifications and skill sets:

- Applicants must have completed Year 12 and have over 2 years of experience as a Security officer.
- Must have excellent communication and interpersonal skills.
- Basic knowledge of first aid and emergency response procedures is an advantage.

Application closes on 20 July, 2024