



WESTMINSTER SCHOOL

Security and Fire Officer – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to GCSE level (or equivalent)	Yes	
	Security Industry Authority (SIA) licence		Yes
Knowledge/Experience	Experience working in security or similar role	Yes	
	Experience of basic administration	Yes	
	Experience of working in an educational setting		Yes
	Health and safety knowledge	Yes	
	Experience of working across a large and varied site	Yes	
	An understanding of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Excellent customer service skills	Yes	
	Excellent problem-solving skills with strong organisational abilities	Yes	
	Computer literate (including use of Microsoft office e.g. Word, Outlook and Excel)	Yes	
	Adaptable to suit the needs of the role	Yes	
	Professional and discrete when required	Yes	
	Reliable and a team player, as well as able to work without supervision	Yes	
	Strong communication skills, both written and verbal	Yes	