

Job Description

Security Guard

Assistant Supervisor

Effective Date:	2025-26 (Revised Annually)
Job Level:	Single Status Local Hire Position
Responsible to:	Security Guard Supervisor
Supervisory Responsible:	N/A
Working Hours:	Shift work, 8 hours per shift, 5 days a week.
Annual Leave:	30 days per year as per Omani Labour Law
Purpose of Job:	To provide security for the whole school site and personnel. Security Guards are responsible for maintaining the security of people, buildings and their contents, preventing break-ins and theft through guarding and surveillance.

Job Specification:

Responsibilities

- Deputise for the Security Guard Supervisor in his absence.
- Protect the school's property, students, staff and visitors by maintaining a safe and secure environment.
- Observe for signs of crime or disorder and investigate disturbances.
- Act lawfully in direct defense of life or property.
- Apprehend criminals and evict violators.
- Take accurate notes of unusual occurrences.
- Report in detail any suspicious incidents.
- Patrol buildings and perimeter as required.
- Monitor and control access at building entrances and vehicle gates.
- Assist with traffic control and enforce school parking regulations.
- Watch alarm systems or video cameras.
- Perform first aid or CPR.
- Be aware of and report safeguarding concerns.
- Duties as directed by Security Guard Supervisor
- Liaise with bus drivers as required

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS clearance.

Signature of Post Holder: _____ Date: _____