

Job Description

Security Guard (Part-Time & Inclusive)

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, 4 hours per shift, 6 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

- Protect the school's property, students, staff and visitors by maintaining a safe and secure environment.
- Watch alarm systems or video cameras and monitor/control access at building entrances and vehicle gates.
- Act lawfully in direct defence of life or property.
- Apprehend criminals and evict violators.
- Take accurate notes of unusual occurrences and report in detail any suspicious incidents
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- Regularly patrol buildings and perimeter.
- 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 (Training provided).
- Be aware of and report safeguarding concerns.
- Duties as directed by the Security Guard Supervisor

Professional Development

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

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.

- To uphold the code of Professional Conduct in your contract, demonstrating integrity and confidentiality at all times relating to school matters.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.

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.

BSM is an equal opportunity employer. In accordance with the Oman Labour Law and Royal Decree 92/2025, we do not discriminate on the basis of gender, age, or disability. While we prioritise the recruitment of Omani nationals in line with national workforce goals, all selections are based on a candidate's merit and ability to perform the core functions of the role, with or without reasonable accommodations.

Signature of Post Holder: _____ Date: _____