



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## Government Vacancy

<b>JOB TITLE:</b>	<b>Security Officer</b>
<b>MINISTRY:</b>	<b>Education, Youth, Sports &amp; Culture</b>
<b>DEPARTMENT:</b>	<b>Education Department</b>
<b>LOCATION:</b>	<b>Grand Turk (Helena Jones Robinson High School)</b>

### **JOB SUMMARY:**

To ensure that the school operates in an environment which is conducive to students' learning and that staff and students are safe and secure while school is in session.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Ensure that students obey the school rules
2. Direct vehicles near the school premises as pupils dislodge and embark
3. Ensure that pupils do not loiter outside the school gates or around the fences and walls
4. Ensure that pupils do not leave the school premises without proper authorisation
5. Ensure that pupils only leave the school with the persons authorised to take them from the premises
6. Monitor the school's compound to ensure that pupils do not remain out of class for extended periods
7. Patrol the school premises during break and lunch periods
8. Investigate any suspicious activity or abnormal behaviour on or around the school premises, reporting them to the Principal.
9. Suppress tension among students to prevent violence on the schools' campus.
10. Administer first aid when necessary.
11. Safeguard and promote the welfare of pupils for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. Confiscate and submit to the principal any illegal drugs or weapons found in students' possession or on campus.
13. Protect the schools' facilities and ensure that school compound is secured
14. Report cases of burglary and vandalism to the principal
15. Work in collaboration with the DARE Police Officers, Parents and Guidance Counsellors to manage undesirable behaviours exhibited by students.
16. Maintain a logbook of the daily activities
17. Closely monitor the influx of outsiders and direct all visitors to the Principal's office
18. Comply with all Health and Safety policy and legislation in the performance of the duties of the post to ensure the policies, standards and guidelines issued by the Ministry of Education and other relevant bodies in respect of Health and safety at Work are implemented and complied with
19. Perform any other duty that is consistent with the purpose of the job and which may, from time to time, be assigned by the Principal or Vice Principal





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20. Adhere to all Public Service codes, rules and regulations.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

A High School Diploma with three (3) or more CXC's, GCE or equivalent is essential. A certificate of fitness to work with children is desirable.

The position requires a minimum of one (1) year on the job experience to acquire the necessary competencies to respond effectively to the challenges of the job.

**SALARY: GRADE 1.1: \$745.38 Bi-weekly**

## **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**BELONGERS NEED ONLY APPLY**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

