

## **JOB DESCRIPTION**

JOB TITLE:	Campus Officer
DEPARTMENT:	Learner Safeguarding and Wellbeing
RESPONSIBLE TO:	Lead Campus Officer for College Safety and Community Relations
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	The Campus Officers play a crucial role in ensuring a safe, inclusive, and supportive learning environment across the college campuses. This position is responsible for promoting positive learner behaviour, safeguarding students and staff, and maintaining a high-quality campus environment. The Campus Officer fosters a culture of respect, safety, and personal development among learners, working flexibly across campuses as required.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Promote inclusivity and respect by upholding Ready Respect Safe values, engaging with learners and staff, and collaborating with key stakeholders to foster a positive and supportive college environment.
2. Maintain a visible campus presence through regular patrols, fostering a positive environment by engaging with learners, addressing behavioural issues, and providing support.
3. Monitor public areas, including CCTV and access control, to ensure a secure and welcoming environment. Prevent unauthorised access, address security concerns, and collaborate with the security team to maintain safety for staff and students.
4. Monitor and report maintenance or cleanliness issues to uphold Health & Safety standards, ensuring a safe and well-maintained campus. Identify hazards, escalate concerns promptly, and support improvements in campus facilities.

5. Monitor learner conduct, promote respectful behaviour, and ensure adherence to the Code of Conduct. Support students in meeting expectations, report breaches, and facilitate appropriate interventions.
6. Respond to accidents and emergencies, administer first aid, and ensure safety. Complete incident reports promptly and collaborate with emergency teams for effective crisis management.
7. Collaborate with security and facilities teams to monitor and maintain CCTV, fire, and security systems, ensuring swift responses to incidents and regular system upkeep.
8. Complete first aid training and support college safety initiatives by staying updated on best practices, implementing safety protocols, and participating in safety campaigns.
9. Serve as an initial point of contact for students, offering assistance and guidance while actively directing them to relevant college services or resources based on their needs.
10. Build positive relationships with learners to become trusted figures, seizing teachable moments to engage in mentoring conversations that nurture the development and promotion of strong social skills.
11. Maintain accurate, timely and confidential records in line with the Data Protection Act and always take care to treat information in a confidential manner.

### **General responsibilities**

- Participate in the Staff Performance Management processes and to undertake training based on individual and service needs.
- Engage in the College's Professional Development (CPD) scheme to develop yourself in your role and the team.
- Support inclusiveness within the college, taking a lead in creating and promoting a positive, inclusive ethos that challenges discrimination and promotes fairness, respect, equality, and diversity.
- Promote the College values.
- Comply with all College policies and guidelines in respect of your role, including health & safety, data protection and safeguarding.
- Demonstrate positive personal and professional behaviour as specified in the College Code of Conduct.
- Be an integral part of the College's Learner Safeguarding and Well-being team.
- Keep up to date with the skills required to fulfil the role.
- Undertake any other duties commensurate with the role, as may be reasonably requested.
- Take responsibility for protecting staff and learners and apprentices from all preventable harm as per College Safeguarding procedures.
- Work across any College campus to undertake duties consistent with the post.

**Please note:**

This job description is a guide to the work you will be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.