

Position: CAMPUS SECURITY SUPERVISOR
Department: Operations & Security
Reports To: Director of Operations & Security, Senior Campus Security Supervisor

Qualifications:

- Must have a college degree and a minimum of 3-year supervisory experience in a Safety and Security environment;
OR
Must have a minimum of ten years security supervisory experience and relevant professional qualifications (e.g. Certified Security Professional)
- Strong interpersonal skills and cross-cultural sensitivity
- Computer literate
- Fluent in both oral and written English & Filipino
- Possess a professional driver's license with restriction code numbers 1-3
- Possess a current Radio Land Mobile (RLM) Certificate from the National Telecommunications Commission (NTC) or be able to secure such before taking up post
- Eligible to acquire a Firearms License and Permit To Carry
- Be physically fit to perform a full range of security duties
- Experience of working in a multi-cultural environment
- Experience of working in an educational setting
- Previous military/law enforcement experience is an advantage
- A background in emergency response and crisis management training is also an advantage

Key Responsibilities:

- Works during days and hours according to a shift system as directed by the Director of Operations and Security
- Assists the Senior Campus Security Supervisor and the Director of Operations with the maintenance of security and safety inside the school campus particularly in relation to the physical security of the facilities, workers, teachers, students, visitors, contracted employees and guests
- When directed, to assist the Director of Operations and Security with the maintenance of security for members of the school community at off site school sponsored activities
- In the absence of the Senior Campus Security Supervisor, provide administrative assistance to school personnel who would need to connect with external law enforcement officials.
- Oversees discipline, training and proper disposition of contractual security personnel in the best interest of the school, including the safe deployment of armed guards where appropriate as directed by the Senior Campus Security Supervisor and the Director of Operations and Security
- Assists the Senior Campus Security Supervisor in the conduct of interviews and background checks for security agency candidates for assignment to ISM to ensure that all school requirements are met and candidates are suitable for their assigned role
- Assists the Director of Operations and Security in the oversight of investigations into incidents and other matters involving security and safety
- Monitors the processing of off-site activity security assessments and to advise the Director of Operations and Security on such matters
- Supervises and support the Guard Force Detachment Commander by providing operational control and supervision of the contractual security personnel assigned to International School Manila
- Assists the Director of Operations and Security in the proper implementation of all school security policies and procedures

- Conducts periodic rounds of the compound to identify any security and safety hazards that may exist and when so identified immediately advises the Director of Operations and Security and recommend action to be taken
- Monitors the welfare and morale of the contractual security personnel
- Directly supervises traffic management within the school campus
- Provides regular updates to the Director of Operations & Security and Senior Campus Security Supervisor on all current activities and incidents occurring on campus and during off site school activities, including the deployment and disposition of security personnel
- To act as duty “on call” security officer during non-regular hours as per a rotation system established by the Director of Operations and Security
- With additional duties as specified by the Director of Operations and Security up to a maximum regular weekly schedule of 60 hours
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs other duties as assigned by the Director of Security & Operations