



Access & Physical Security Officer

Position Description

Role Summary

The Scotch College Access & Physical Security Officer (APSO) plays a critical role in ensuring the safety and security of our school community. This role is responsible for ensuring all school security systems, including locks, keys, doors, access controls, CCTV systems and gates, are operating and maintained to a high standard, and are compliant with all required safety standards. As a member of the Property Department, this role also extends to assisting with the maintenance of school buildings and facilities to a high standard, set up for school events and other duties as required.

Responsibilities

Responsibilities include, but are not limited to:

- Management of all physical security systems and assets of the College
- Ability to effectively operate the School's Electronic Access control System and the key management database, including after-hours access (Siemens Technology SiPass Ingraded v2.90)
- Continual servicing, testing, repair and upgrading of the key and electronic access management systems
- Management and maintenance of security key and card stocks, including the issue and receipt of keys and access cards
- Perform security related maintenance tasks in a timely fashion
- Maintenance and service of doors, windows and gate security hardware
- Identification, notification and repair of any key, lock or security related hazards
- Undertake safe work practices at all times
- Participate in safety and quality improvement meetings
- Provide suggestions and recommendations to the Maintenance Manager in relation to major locks, keys, hardware, security system concerns raised or identified around the College
- Maintaining maintenance records in accordance with documented policies and procedures
- Managing upgrades to security locks and systems

Other Duties:

- Conduct routine inspections of College access & security systems
- Ensure that related equipment is regularly serviced and maintained to safe operational standards
- Security CCTV monitoring and management
- Stock management of College security equipment stores
- Managing 'Who's on Location' compliance
- Other tasks as directed by the Maintenance Manager, including helping other trades, and assisting with event set up and functions



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Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people

OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

Essential:

- Advanced computer skills to effectively operate electronic access system and the key management database
- Experience in cyber/aperio locks
- Sound communication and customer service skills
- Proven ability to meet deadlines
- Ability to work as part of a team and as a leader for the Trade Assistants
- Ability to work rostered overtime after hours and on weekends and as required
- Occupational Health and Safety knowledge
- Current Victorian driver's license
- Current Level 2 First Aid

Desirable:



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- Experience in operating various power and hand tools
- Experience in fitting and installation of locks and associated hardware
- Trade qualification as a Locksmith
- Prior experience in the building industry and/or a property/maintenance department
- EWP qualification
- Construction Industry White Card

Reporting To

Maintenance Manager