

## **Safety and Security Coordinator**

Department: Administration / Facilities / Student Services

Reports To: HR and Operations Manager / Principal / Facilities Manager

### **Position Summary**

The Safety and Security Coordinator / Administrator plays a vital role in maintaining a safe, secure, and well-organized environment for students, staff, and visitors. This dual-function role combines responsibilities in campus safety and emergency preparedness with administrative support to ensure smooth day-to-day operations within the institution. The ideal candidate will have experience in school safety protocols, emergency planning, security team supervision, and administrative coordination within an academic setting.

### **Key Responsibilities**

#### **Campus Safety and Security**

1. Develop, implement, and monitor campus safety policies in line with educational standards, legal requirements, and institutional policies.
2. Provide supervision and leadership to the school's security team, ensuring professionalism and accountability.
3. Plan and deliver training sessions and drills for emergency response, conflict resolution, and safety protocols.
4. Conduct regular safety drills (e.g., fire, lockdown, evacuation) and maintain compliance logs.
5. Monitor and manage campus security systems including surveillance cameras, alarms, and access control.
6. Serve as the primary point of contact for safety incidents and coordinate emergency responses.
7. Collaborate with law enforcement, fire departments, and emergency services.
8. Conduct campus-wide safety risk assessments and recommend improvements.
9. Foster a culture of safety awareness among students, staff, and faculty.



### **Incident Reporting and Investigation**

1. Develop and maintain a structured process for reporting, investigating, and documenting security and safety incidents.
2. Prepare detailed incident reports for school leadership and local authorities, when necessary.
3. Ensure accurate recordkeeping and follow-up on incident outcomes and preventive measures.

### **Event and Visitor Management**

1. Oversee safety and security during school events, ensuring appropriate staffing and emergency readiness.
2. Manage the issuance of visitor passes and monitor the entrance and exit of all non-staff individuals.
3. Ensure adherence to campus visitor protocols for safety and accountability.

### **Administrative Support**

1. Maintain accurate documentation of incident reports, drills, safety inspections, and compliance materials.
2. Schedule and coordinate safety-related training for staff.
3. Assist in managing visitor access and student sign-in/sign-out procedures.
4. Provide administrative assistance to the campus supervisor.
5. Liaise with vendors and contractors related to security and campus safety systems.

### **Campus Maintenance Follow-Up**

1. Track and follow up on maintenance work orders impacting safety or operations.
2. Communicate with facilities staff to confirm completion and status of outstanding tasks.
3. Escalate unresolved or repeated maintenance issues to the Facilities Manager.
4. Conduct walk-throughs to identify hazards or maintenance concerns and ensure appropriate follow-up.
5. Coordinate with custodial and maintenance teams on preventive safety and maintenance strategies.



### Other Duties

1. Perform additional duties related to campus safety and security as assigned by the Director of Operations, Principal, or Head of Operations & HR.
2. Stay up-to-date on best practices and compliance requirements in school safety and security.

### Qualifications and Skills:

- Bachelor's degree in Security Management, Risk Management, Public Safety, Education Administration, or a related field preferred (or equivalent experience).
- Minimum 2–3 years of experience in a security or safety coordination role, ideally in an educational setting.
- Experience supervising or managing a security or safety team.
- Familiarity with safety regulations and emergency preparedness standards (e.g., ALICE, OSHA, FERPA).
- Excellent communication, leadership, and organizational skills.
- Strong ability to assess risk, resolve problems, and implement safety protocols.
- Proficient with Microsoft Office Suite and knowledgeable in school information and security systems.
- CPR/First Aid certified or willingness to obtain.
- Experience with security technologies (e.g., surveillance, access control) is a plus.

### Key Competencies:

- Professionalism and discretion in handling sensitive or confidential matters.
- Calm and composed under pressure, especially in emergency situations.
- Strong interpersonal skills with the ability to engage with students, parents, staff, and outside agencies.
- Demonstrated leadership in team oversight and operational coordination.
- Commitment to fostering a safe, inclusive, and respectful learning environment.



### **Working Conditions:**

- Based on campus; requires routine inspections of school buildings and outdoor areas.
- Standard working hours: **7:00 AM to 5:00 PM**, with flexibility for evening visits and weekend activities as needed.
- Occasional travel required for training, drills, or collaboration with local authorities.
- Availability for emergency responses and school event coverage outside of regular hours.

