



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: MEHRD

DIVISION/SECTION: Waimapuru NSS

DUTY STATION: Makira

POSITION NUMBER (HRMIS):

MINISTRY VACANCY REF: NA

POSITION TITLE: Security

POSITION LEVEL: L2

THIS POSITION REPORTS TO: Principal

THIS POSITION SUPERVISES:

NA

POSITION PURPOSE

The Security Officer is responsible for ensuring the safety and security of school property, staff, students, and visitors at Waimapuru NSS. The position supports the school administration by maintaining a secure, orderly, and safe learning environment and by assisting with basic maintenance and environmental upkeep as required.

KEY DUTIES AND RESPONSIBILITIES

The officer is required to perform the following duties:

1. Security and Safety

- Ensure the security of all school buildings, facilities, furniture, equipment, and other assets.
- Monitor and control access to school premises to ensure that unauthorised persons do not enter school offices or grounds.
- Prevent and manage disturbances or nuisances that may affect staff, students, or school operations.
- Conduct routine patrols of the school compound to identify and report security risks or suspicious activities.
- Monitor the movement of visitors and ensure compliance with school security procedures.

2. Risk Identification and Reporting

- Identify individuals or situations that may pose a threat to the safety of staff, students, or property.
- Report security concerns promptly to the principal or relevant authorities.
- Assist in implementing appropriate actions to protect staff, students, and school property.

3. Asset Protection and Basic Maintenance

- Act on behalf of the school administration in matters relating to the security and care of office furniture, equipment, and facilities.
- Assist in the protection of school assets against theft, vandalism, or damage.
- Support minor maintenance tasks related to safety and cleanliness when required.

4. Environmental Support

- Assist school staff in maintaining a clean, safe, and conducive school environment.
- Participate in general clean-up and maintenance activities as directed by the administration.

5. Administrative and General Support

- Support other school staff as required to ensure smooth school operations.
- Provide relief for other staff when requested by the school administration.
- Carry out any other related duties as assigned from time to time by the principal or any authorised officer.

Important Note:

The appointee must understand that duties and responsibilities may vary at any time in accordance with the operational needs of the school, weather conditions, or other prevailing circumstances.

KEY OUTPUTS / DELIVERABLES

- Secure and well-monitored school premises
- Reduced incidents of unauthorised access or disturbances
- Safe environment for staff, students, and visitors
- Properly safeguarded school property and equipment
- Clean and orderly school surroundings

SELECTION CRITERIA

Qualifications

1. Minimum qualification of Form 3 school leaver

Experience

2. At least five (5) years' work experience, preferably in security, guarding, or related duties

Skills and Competencies

3. Good oral and written communication skills
4. Ability to work effectively as part of a team
5. Ability to follow instructions and school procedures
6. Honest, reliable, and responsible with a strong sense of duty
7. Physically fit and able to perform security-related tasks

TERMS AND CONDITIONS

Fortnightly Salary: \$ 804.90 Annual Salary: \$ 20,927.31

Annual Leave entitlement: 18 days

Other Conditions of Service relevant to this position:

- Housing allowance (20% of salary) if housing is not provided
- Annual Leave Transport allowance (depend on applicable zone area)

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date

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Approved

Additional Comments: