Student Services
Security Section

Security supervisor

Job Ref: REQ260820

School/Department summary:
As a Security Supervisor at Loughborough University, you will lead a high-energy, forward-thinking team dedicated to protecting one of the UK's most vibrant and expansive university campuses. Every shift brings new opportunities to make a real impact — from supporting students and staff to responding to incidents, safeguarding facilities, and helping maintain the welcoming, community-focused atmosphere the university is known for. With an excellent, well-structured shift pattern that offers genuine work–life balance, predictable rotations, and plenty of meaningful time off, this role is perfect for someone who thrives in a proactive, people-focused environment where every day feels purposeful and rewarding.

Job Description

The postholder will be responsible for overseeing matters relating to the safety and welfare of students, staff and visitors; the security of University buildings and other property on and off Campus; the protection of personal property of students, staff and visitors; the control of traffic and parking; control room and reception duties as required.

You need a full driving licence to apply for this role.

Applicants must ensure that any application clearly and separately evidence's all of the essential/desirable criteria to assist with shortlisting.

Job Grade: Operational Services Grade 4

Job Purpose

Your main priority will be to oversee the safety and welfare of all people connected with or coming into contact with the University.

You will be deployed to lead the University security function, as part of a shift providing uniformed patrol on a rotating shift pattern of twelve-hour shifts, starting at either 6 a.m. or 6 p.m.

Your duties will include briefing, directing and training other officers, and dealing with complaints. The post holder will be responsible for staff development, recognising reward where appropriate, and dealing with performance, welfare, disciplinary and attendance issues.

You will direct staff to undertake foot, cycle and vehicle patrols, overseeing incidents on University property, and will include some responsibilities away from the University site either involving students or as part of other contracted security responsibilities.

You will also be required to oversee the protection of all University property and assist with the regulation of vehicle movement and parking on and around the University site.

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Job Duties

1. **Response:**

To manage the response to reported incidents including crime, accidents and antisocial behaviour.

To ensure that Security staff deal professionally with victims of crime, investigating, recording and reporting incidents to the police as appropriate.

Within the boundaries of legal powers and training, to manage the detention or observation of persons committing crimes until the arrival of the police.

To manage immediate actions to ensure safety at the scene of accidents or incidents, providing first aid where necessary

To manage the response to reports of fire alarm activations and/or fires, including evacuation with specialist equipment and, within the boundaries of training, to advance to the point of fire to undertake initial attempts to extinguish or limit the fire and to give an accurate report for the Fire and Rescue Service.

To manage the response to alarm calls, investigate activations and report faults.

2. **Control Room:**

To supervise the function of the Security Control Room, including radio usage, deployment, CCTV, alarm management systems, incident recording, access control, refuge alert, telephones. To manage cover where necessary.

You will also be required to personally provide cover for the Security Control Room on occasion, therefore previous experience of this may be advantageous.

To be part of a team that provides a 24/7 customer service function for the University.

3. **Gatehouse:**

To supervise the function of the Security Gatehouses including gate operation and access control.

4. **General:**

To assist in the training of new Security staff

To supervise the recording of incidents in the appropriate format and write accurate incident reports as necessary.

To undertake functions and special duties in connection with the safe running of the University, including events, in line with a generic uniformed security function as directed by the Security Manager.

To agree to work a reasonable amount of overtime as considered necessary by the Security Manager.

To manage cover where necessary, ensuring that minimum staffing levels are met.

5. **Contacts:**

- Students and their parents or relatives.
- Staff and members of the University Community.
- The emergency services.
- Visitors to the University.
- Contractors and suppliers

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The role is required to be flexible over a 24/7/365 period, and the person shall be expected to be flexible on a rota basis.

The post is a rotating shift pattern that will attract a shift allowance of 27%.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, First Aid and Security Industry Authority Licencing

Organisational Responsibility

Reports to the Security Manager.

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Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application
2 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in an environment requiring good written and verbal communication skills.	1,2
Skills and abilities	Ability to lead and motivate a team.	1,2
	Able to react calmly to pressure.	1,2
	Physically fit, to the level required for the effective performance of the job.	1
	Competence in IT skills including Microsoft Word.	1
Qualifications	GCSE English Language grade C or equivalent work experience.	1
	A full driving licence for motor cars will be required with no more than 6 current penalty points.	1
Other	Eligible for SIA Licensing under the terms of the SIA criteria relating to criminality, mental health, the right to work and other information.	1
	5 year/or back to school checkable work record	1
	Pass a basic DBS check before commencing role	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a security or similar environment.	1,2
	Experience of managing a team, including performance and the initial management of complaints.	1,2
	Experience of dealing with conflict, emergency or stressful situations.	1,2
Training	Institute of Leadership and Management introductory qualifications.	1
	Possession of a valid First Aid at Work Certificate or equivalent	1
	Possession of a Security Industry Authority (Door supervisors) licence or equivalent	1

Conditions of Service

The appointment will be subject to the University's Terms and Conditions of Employment relevant to the job grade.

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Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.

- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

Our Accreditations

We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their career.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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Disclosure and Barring Service Check: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for a Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

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