

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: Security Team Coordinator
Department: Safety and Security, PUXI campus
SCALE: PRC Support Staff Salary Scale
CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

Act as a liaison between the school and its contracted security company, including advising the Support Services Manager on any suggested changes to security procedures or deployment, coordinating the deployment of security personnel to support special events or security situation etc. The Security Team Coordinator acts as a representative for the Support Services Manager when needed.

SUPERVISED, EVALUATED BY & REPORTS TO:

Support Services Manager

QUALIFICATIONS:

- Bachelor's degree
- Minimum of 2 years experience in the field of security, law enforcement or related field
- Excellent written and verbal communication skills in both English and Chinese
- Knowledge of security and emergency preparedness protocols advantageous
- Ability to conduct trainings (e.g. First Aid, Emergency Fire Drill, Child Safety)
- Good organizational, management and supervisory skills, and attention to details
- Proficiency in MS office software

PERFORMANCE RESPONSIBILITIES:

- Collaborate with direct supervisor and other administrators to develop, prepare and implement safety and security policies and procedures.
- Submit recommendations for safety and security improvements and additions including emergency preparedness, accident prevention, general safety, and risk management.
- Ensures compliance with local government safety laws, regulations, codes and rules.
- Manage the day-to-day operation of the schools contracted security team.
- Oversee the operation, programming and review of the access control and CCTV systems.
- Liaise with the police, fire service department and other contractors providing safety and security related services for scheduled inspections.
- Be available after hours for situations related to the safety and security of the school.
- Assist with lost and found items.
- Facilitate necessary repair requests discovered during security team patrols.
- Manage the facilities physical and electronic key inventory and corresponding access rights

- Field all email directed to the security team of the Puxi campus and relay those requests to the security team.
- Keep a schedule for all approved visitors to each campus.
- Manage and maintain the facial recognition system.
- Answer phone calls from the numerous areas of the school that require the attention of the security team.
- Process and translate security related documents and respond to requests as needed.
- Accompany the Support Services Manager to meetings with various governmental agencies.
- Other duties assigned

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- Those contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.