



Established in 1946, the Alice Smith School, a not-for-profit educational foundation, is one of the oldest and most prestigious British international schools in Asia. It is one of the first schools in Malaysia and earliest in South East Asia to be accredited as a British School Overseas by the Department for Education in the UK and is graded as outstanding.

In line with our expansion, we are recruiting a suitable candidate to fill the position below:

EXECUTIVE, SAFETY & SECURITY
(Seri Kembangan, Selangor)

JOB SCOPE:

This position will require the candidate to take responsibility for the safety and security of the campus for all staff, students, parents and guardians

DUTIES AND RESPONSIBILITIES:

Principal Tasks

- Discuss with Facilities Manager on all existing security & safety procedures at school campuses and recommend and enforce improvements
- Responsible for maintaining adequate and effective security measures to ensure maximum protection for students, guests and employees
- Manage CCTV system, Clocking Devices, Access Card system and Vehicle Management (Car Park System and Car Stickers) Car Pool System, etc
- Conduct Health & Safety Audit termly and submit report on findings to the Facilities Manager and to follow up on all audit findings rectifications
- Liaise with various Government Agencies to maintain good rapport with statutory authorities especially with police and fire services

Operations

- Manage security staff, both internal and outsourced security guards
- Prepare duty roster for all security guards inclusive of outsourced security guards
- Prepare and Review post order and post instructions in place for all security guards
- Conduct regular roll call with security guards to brief on the daily activity or issues
- Enforce supervision, discipline and work ethics on all security staff and conduct security training



- Take charge of situations and act accordingly and formulate courses of action in emergencies situation including fire, lockdown, robberies, accident, campus safety and other hazards
- Inspect and ensure school buses are equipped with proper accessories required by the schools safety standards. (Eg Seat Belts, Drivers background, conditions of bus, etc). Applicable for all school trips and other contracted buses engaged by the school

Security Systems/Equipment

- To check on all CCTV cameras and to provide reports on the condition of the equipment
- To inform the Facilities Manager on any CCTV faults
- To follow up with the CCTV vendor to ensure the general servicing is conducted as per the requirements
- To keep a log book and store and save all incident records
- Work closely with the Principal, Vice Principal on all CCTV recording reviews as at when required
- Make recommendations for improvement to Facilities Manager on all security systems in place. (Eg. CCTV, Card Access System, Barrier Gate System, etc)

Other Tasks

- Expected to handle ad-hoc assignments or projects given from time to time
- Expected to work on weekends and/or Public Holidays

QUALIFICATIONS AND REQUIREMENTS:

- Minimum Diploma with 5 years of relevant working experience
- Good knowledge of building fire systems, CCTV, security operations and safety audit
- Good supervisory and inhouse training skills
- Computer literate, good communications skills in English and Bahasa Malaysia
- Good relations with Police, Bomba and other government agencies

Interested applicants are invited to apply online by submitting **a current detailed resume** via [Jobstreet](#) **before 30 September 2020**. Only shortlisted candidates will be notified.