JOB DESCRIPTION

Position: Safety & Security Coordinator, TG 6

Reports to: Assistant Director of Facilities and Operations

Goal: To provide a welcoming and safe environment for the FIS (Oberursel + Wiesbaden) community in collaboration with the Security Officer and the Chief Hausmeister

Preferred Qualifications/Expectations:

- Completed training in the field of building operations / property management
- Minimum of 5 years relevant experience
- Experience in workplace safety and handling of emergency situations
- Qualified as safety or fire protection officer (Sicherheits-/Brandschutzbeauftragter)
- English and German preferred
- Sound communication and interpersonal skills
- Ability to operate in an international and multi-cultural environment
- Computer literacy

Job Responsibilities:

The duties of the position will include but will not be limited to:

Primary Focus:
- Coordinate and provide oversight of all health, safety and security issues at FIS. This includes the physical and technical infrastructure, the procedures, policies, decision-making protocols, and the overall culture of safety and security in the community
- Ensure the safety of the FIS campus and the efficient operation of our events and services in collaboration with the Security Officer and the Chief Hausmeister
- The incumbent will also be the designated Safety Officer (Sicherheitsbeauftragter) responsible for all aspects of safety on the campus.
- First point of contact for any concerns regarding health and safety matters

Campus Maintenance, Safety and Security
- Responsible for development and maintenance of all health and safety procedures and documentation
- Ensures full compliance with German Health and Safety Regulation
- Appointed as the official safety officer for the Workmen´s Compensation Insurance and, in this capacity, be responsible for all aspects of safety on campus.
- Responsible to hold and document regular safety and occupational health meetings (ASA) in coordination with the Assistant Director of Facilities and Operations
- Responsible for creating a calendar of safety drills and running them, including all related communication
- Arranges regular maintenance and safety audits of designated teaching equipment (i.e. Science Labs, Design & Technology, Sports Equipment)
- Complete regular inspections of all areas of the campus to ensure that the facility is maintained to the highest standard and that any safety, health or cleaning issues are addressed immediately. These inspection areas will include, but are not limited to:
- Classrooms
- Thoroughfares, Common areas, i.e. cafeteria + auditorium
- Exterior walkways
- Sports Facilities
- Playgrounds
- All exits
- Perimeter Fences and Gates
- Bathrooms

- Conduct safety audits
- Supervise the work of our contract cleaners both proactively and in response to any concerns
- Manages in collaboration with the Security Officer individuals’ access to campus, including appropriate background checks
- Assist with daily supervision of school entrances during arrival & dismissal as required.
- Serve as backup for the Security Officer in the event of absence.
- Supports the safety and security of large scale events – i.e. World Fest, Apple Fest in collaboration with the Chief Hausmeister and the Security Officer
- Undertake facilities projects that may be assigned by the Assistant Director of Facilities and Operations

### Off-Campus Safety and Security
- Conduct site inspections for new off campus excursions if required
- Support teachers in the development of appropriate risk management plans for off-campus events

### Collaboration
- Provide/arrange crisis training for ADCON/Crisis Response Team
- Provide/arrange regular safety training for faculty and staff
- Support counselling team and teaching teams with regards to student learning in the area of safety (stranger danger, etc.)

### General
The Safety and Security Coordinator does not disclose to any third party, unless in furtherance of the responsibilities inherent in the position, any information acquired in the exercise of the appointee’s duties.

Reviewed and agreed by Betriebsrat 6 September 2017