<table>
<thead>
<tr>
<th>Title</th>
<th>Department:</th>
<th>Updated January 2016</th>
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<tbody>
<tr>
<td>Security Guard</td>
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<tr>
<th>Coordinates with:</th>
<th>Number of Direct Reports:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Head Guard</td>
<td></td>
<td>Beirut, Lebanon</td>
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**Job Summary**
The Security Guard supports, implements, and enforces the school’s policies & procedures on safety and security. S/he handles information in strict confidentiality.

**Duties & Responsibilities**
- Maintains the visitors’ log.
- Monitors surveillance cameras and reports any security breaches to the Shift Leader and Head Guard.
- Safe-keeps the school’s keys during his designated shift.
- Undertake night guard inspection rounds of the entire campus.
- Takes accurate notes of unusual occurrences.
- Reports in detail any suspicious incidents.
- Switches off lights, A/Cs and locks doors after hours.
- Performs assigned role during fire or emergency evacuation drills.
- Communicates with the entire community respectfully and maintain alertness and vigilance.
- Keeps uniform in good repair and looks presentable at all times.
- Other duties as required by the position.

**Job Requirements**

**Work Schedule:**
May include reporting to work after hours, on weekends, and during summer/national holidays.

**Education:**
Basic reading and writing Arabic
Basic understanding of the English language

**Experience:**
1 year experience in related field
Competencies:

**Generic:**
- Multitasking
- Service oriented
- Reliability
- Computer literacy
- Interpersonal skills
- Team player
- Accountability
- Culturally/diversity sensitive

**Specific:** Sensitive to school culture

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<thead>
<tr>
<th>Role</th>
<th>Name and Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Employee</td>
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<tr>
<td>Leadership Member</td>
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<tr>
<td>Headmaster</td>
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