



INTERNATIONAL COMMUNITY SCHOOL

Job Title: Security Guard

Employer Name: International Community School

Recruitment date: September, 2024.

Reports To: Head of Security

School/Campus: Accra Campus

About the School:

International Community School Ghana is a world-class institution that provides students with an inclusive holistic and international education that is needed to succeed in college/university and become patriotic leaders.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A-Level Exams.

Job Summary:

The school seeks to recruit professional security guards with excellent customer service and security skills to join our tight-knit and highly regarded team. The ideal candidate for this position should have a background in security and a professional disposition.

Key Responsibilities:

- Performing both regular and random patrols of multiple premises
- Respond promptly any security-related incidents, hazards or unusual occurrences
- When necessary, conducting investigations and performing control procedures
- Documenting nightly operations and filing weekly reports
- Checking to make sure doors are locked when they are supposed to be
- Collaborating with staff and administration to implement effective security measures
- Safeguarding the future by ensuring a safe and secure environment for students and staff

Qualification Required & Experience

- Minimum Qualification SSSCE/WASSCE with hands on experience
- Proven experience in a security-related role
- Knowledge of security protocols and procedures
- Strong observational and communication skills
- Ability to remain calm under pressure and respond effectively to emergency situation
- Excellent interpersonal skills and the ability to work collaboratively with diverse stakeholders
- Willingness and ability to work to a flexible roster, 6 days a week

How to Apply for the Job

Kindly submit your CV and a cover letter, a letter of recommendation from your current Head and contact of two references, who will be contacted if shortlisted.

Only short-listed applicants will be interviewed. All appointments are subject to interview, identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to: **portia.odei@icsghana.info** or **hr@icsghana.info**