



**Job Title:** Security Guard

**Employer Name:** International Community School

**Recruitment date:** May, 2026.

**Reports To:** Head of Security

**School/Campus:** Accra Campus

### **About the School:**

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education 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:**

- Perform both regular and random patrols of multiple premises
- Respond promptly to any security-related incidents, hazards or unusual occurrences
- When necessary, conduct investigations and performing control procedures
- Document nightly operations and filing weekly reports
- Check to make sure doors are locked when they are supposed to be
- Collaborate with staff and administration to implement effective security measures
- Safeguard 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, cover letter, certificate and 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: [hr@icsghana.info](mailto:hr@icsghana.info)