

## **Summer Security Staff Member (Part-Time) (Temporary Position)**

### **GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment**

Marino Institute of Education (MIE) wishes to appoint a part time summer security officer on a temporary basis for the months of June, July and August 2022.

The role will commence immediately typically working 8am to 11am and 4pm to 7pm (times negotiable) Monday to Friday.

#### **Purpose of Role:**

This position will join an already established facilities and grounds team within MIE but will have a focus on providing a physical presence on the grounds to ensure the safety and security of those using the grounds and to ensure that all visitors to the MIE Campus are aware of policies relating to visiting the grounds, using the grounds and the standards of behaviour expected.

#### **Terms:**

Predominantly this role would be from Monday to Friday, but some weekend work may be required at very busy periods.

#### **Essential Skills:**

- Excellent communication skills.
- Ability to work on their own but also a team player.
- Excellent people skills and standards of personal presentation.
- Flexibility in working hour arrangements to facilitate execution of the role.

#### **Desirable Qualifications:**

- Experience in a similar role

## **Responsibilities**

### General Duties

- Representing Marino Institute of Education and all engagement with our local community on a daily basis.
- Patrolling the Campus to ensure visitors comply with all MIE requests.
- Engaging politely with visitors who are in breach of requests. For example dog walkers failing to pick up after themselves or not having their dog on a lead.
- Liaising with the full time team about any issues that arise.
- Additional related duties that may arise.

## **Making of Applications**

### **To Apply:**

Applications, preferably by email to [careers@mie.ie](mailto:careers@mie.ie) or post to:  
Human Resources  
Marino Institute of Education  
Griffith Avenue  
Dublin 9.

**Completed applications must be received by 5.00pm on Thursday 7 July 2022. Late applications will not be accepted.**

The Institute will not be responsible for any expenses which candidates may incur.

*The Marino Institute of Education is an equal opportunities employer.*