

<b>Job Title</b>	Security Officer
<b>CCasual)</b>	Norsecurity / East Anglia
<b>Reporting to</b>	Security Manager
<b>Weekly Hours</b>	Casual – As and when required
<b>Grade/Salary</b>	£8.85 - £10.00

<b>Job Description</b>
<b>The Role:</b>
To provide a high profile of Security presence onsite, including conducting patrols internally and externally, report writing and other duties as required.
<b>Main Responsibilities</b>
<ul style="list-style-type: none"> <li>• The primary responsibility of an officer is to ensure safety of people and property from any sort of damages, thefts or violence.</li> <li>• Documenting incidents through accurate reporting procedures.</li> <li>• Completion of site investigations following alarm responses.</li> <li>• Regular foot patrols.</li> <li>• Performing opening and closing of client premises.</li> <li>• Responding professionally to requests from Control room.</li> <li>• Monitor property as per client instructions.</li> <li>• Maintain the use of keys and follow instructions implemented to safe guard keys when in possession.</li> </ul>
<b>Other Duties</b>
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

## Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	SIA Door Supervisor or Security Guard License.	Essential	AF
	First Aid Training	Desirable	AF
<b>Experience</b>	Extensive work history in a similar environment	Essential	AF
	Previous experience of working within the Security Industry.	Desirable	AF/I
<b>Skills/Abilities</b>	Excellent customer service skills with a commitment to provide a five star service.	Essential	AF/I
	Exceptionally clear communication skills and interpersonal skills.	Essential	AF/I
	Reliable with excellent time-management skills.	Essential	AF/I
	Good report writing skills.	Essential	AF/I
	Conflict management aware.	Essential	AF/I
	Can apply sound judgement and effective decision-making.	Essential	AF/I
	Able to adapt to changing situations.	Essential	AF/I
	Able to work a variable shift pattern.	Essential	AF/I

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Other Requirements			
--------------------	--	--	--

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health &amp; Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	