

## VACANCY

|                     |   |                                 |
|---------------------|---|---------------------------------|
| LOCATION            | - | Bromley-By-Bow                  |
| POSITION            | - | Security Supervisor             |
| REPORTING TO        | - | Operations Manager              |
| HOURS OF WORK       | - | Various as per the monthly rota |
| RATE OF PAY         | - | £8.88ph                         |
| <b>CLOSING DATE</b> | - | <b>Ongoing</b>                  |

## KEY TASK AREAS / RESPONSIBILITIES

- Overall responsibility for the security operations on shift.
- Liaise with the operations manager, Client managers for the day to day operations.
- To report and respond to all security incidents and emergency situations.
- Attending and managing all incidents, first aid, fire evacuation, conflict management.
- Carrying out investigations.
- Responsible for comprehensive report writing in relation to incidents and reports.
- Daily management of patrols, change over's, breaks.
- Escalate incidents to ICTS management.
- Ensure standing orders are read, understood and signed.
- Ensure all security documentations are filled in correctly.
- Ensure the operations manager is briefed on site activities on a daily basis.
- Ensure all security areas are kept clean and tidy.
- Report loss/damage of security equipment.

## PERSON SPECIFICATION

### Essential

- 5-year checkable background
- No criminal record
- Documentation proving eligibility to work within the UK if applicable
- Excellent communication of English – both oral and written
- SIA license

### Desirable

- Previous security supervisor experience
- First Aid trained

*We take our commitment to principles of fairness and mutual respect for people of all faiths and cultures seriously and we expect our employees to do so as well. We take firm action where any concerns are raised both internally and by our clients, customers and members of the public.*

All applicants must have correct documentation enabling them to work here and also have a permanent NI number.

**Internal candidates will be expected to show a good attendance/timekeeping record and also a good performance in their previous role(s).**

**This position may be subject to Client/Board approval.**

**All Positions are subject to a probationary period of 6 months.**

Please Note: The probationary period can be extended should the candidate's performance not meet the required standard.

**Interested parties should send their CV with a covering letter to David Taylor, Operations Manager,**  
[david.taylor@icts.co.uk](mailto:david.taylor@icts.co.uk)

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER