

Established in 1987, ICTS UK specialises in the provision of integrated security and customer services within the most demanding environments. Applying our unique concept, ICTS works with a wide variety of organisation types including major public attractions, leisure, financial retail, public sector, transport and government bodies. During this time, we have considered ourselves privileged to serve in such a fluid and dynamic field.

We are proud to be continually recruiting for Permanent and Relief Officers to work on our prestigious Corporate Security contracts in Healthcare, Luxury Goods and in Financial Services located in London and surrounding areas

These roles are critical to the safety, security and protection of assets across all sites while delivering the principles of Teamwork, Integrity and Innovation to the benefit of our clients and our staff.

We want you to come and join ICTS to deliver and enhance that service.

LOCATION	-	London and surrounding areas
POSITION	-	Permanent and Relief Security Officers
HOURS OF WORK	-	Varied
RATE OF PAY	-	£9.05 to £11.00 depending on Location
CLOSING DATE	-	26th January 2018

This job description is intended to give the individual a clear direction of what is expected from the roles plus emphasise what standards are expected from working at ICTS. There will be specific areas of expertise required and this will be discussed in detail through your employment as will specific objectives that need to be achieved. The job description will vary from time to time and that enables ICTS to be flexible and deliver to the nature of ours and the client's business.

Attracting the right talent to the business is critical and when joining us we provide competitive salaries and make available a comprehensive benefits package including

- Personal Pension Scheme,
- Health Insurance Scheme,
- Childcare Voucher Scheme
- Discount shopping platform
- Employee Assistant Programme
- Cycle to Work Scheme

KEY TASK AREAS / RESPONSIBILITIES

Writing and reporting

- DOB entries, Hand over notes, Key Issue Logs, Visitor/Staff databases, Radio transmissions, Verbal reporting
- Email/electronic reporting
- Maintain regular liaison with the Operations Manager, Client’s
- Respond and report on all security incidents
- Comprehensive report writing in relation to incidents including witness statements, incidents reports
- Escalation of incidents to ICTS management
- Ensure standing orders are read, understood and signed
- Recommend to Operations Manager, any changes required to standing orders
- Ensure all security documentation are completed correctly

Applying expertise and technology

- Maintain the required professional standards of operation, in accordance with Company requirements;
- Knowledge of AI's, Access Control Procedures and Emergency Procedures
- Knowledge of Access Control System, CCTV System, Intruder Alarm and Fire Alarm System
- Maintenance of Client, ICTS, and quality control Standards and Company Procedures;
- Attend and manage emergencies, including fire evacuation, first aid conflict management and physical intervention
- While on duty they provide a security presence that acts as a visual deterrent and observe, note details of any suspicious activity
- Internal and External patrolling as directed by Line Manager to meet customer needs

Person specification essential	
<ul style="list-style-type: none"> • SIA Licence is ESSENTIAL – Security / Door Supervisor or Close Protection • Excellent customer service skills • Good organisational skills • Previous security experience would be an advantage • Flexible team member with ability to communicate with the client, managers and colleagues. 	<ul style="list-style-type: none"> • High standard of personal appearance • Luxury retail experience • Applicants must be in possession of a valid Passport with any Right to Work documents or photographic Driving Licence plus counterpart, • Full National Insurance Number, • Proof of address i.e. recent utility bill • Successful applicants are required to provide full five-year vetting history.

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.

Interested parties should send their CV with a covering letter to gs@icts.co.uk

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER