

VACANCY



LOCATION	-	Kensington & Chelsea College
POSITION	-	Security Officer
REPORTING TO	-	Contract Manager
HOURS OF WORK	-	Shift Hours
RATE OF PAY	-	£8.78 per hour
CLOSING DATE	-	28th February 2018

KEY TASK AREAS / RESPONSIBILITIES

- Access Control
- Conduct Security Patrols
- Completing daily paperwork, daily staff briefings & debriefings.
- Provide guidance and assistance.
- Maintain the required professional standards of operation in accordance with company requirements.
- To act within the authorities set out by Management and the company's working procedures.
- To carry out any other duties as directed by the Contract Manager.
- Promote ICTS (UK) Ltd positively.
- Ability to work unsupervised
- To report and respond to all security incidents and emergency situations.
- Attending and managing all security related incidents including fire evacuation and conflict management including physical intervention.
- Assisting the Management to carry out investigations
- Responsible for comprehensive report writing in relation to incidents.
- Escalate incidents to ICTS management
- Ensure standing orders are read, understood and signed.
- Ensure all security documentation is filled in correctly.
- Ensure client and ICTS Management are briefed on site activities on a daily basis.
- Undertake any other reasonable security functions as required by security management team and client
- Ensure all security areas are kept clean and tidy

PERSON SPECIFICATION

Essential

- 5 year checkable background
- No criminal record
- Document to prove eligibility to work within the UK if applicable
- Excellent communication of English – both oral and written
- Valid SIA Security/Door Supervisor License
- Professional appearance which is reflective of the position applied for.
- High level of customer service.
- Must be aged over 18
- Enhanced DBS

Desirable

- Previous Security Experience
- Computer Literate
- Enhanced DBS
- 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 Managerial positions and Promotions 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 Bill Richardson, Contract Manager,
bill.richardson@icts.co.uk

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER