

LOCATION	-	City of Westminster College
POSITION	-	Security Officer
REPORTING TO	-	Contract Manager
HOURS OF WORK	-	8 Hours Shifts, Monday to Friday, Day Shift (and as operationally required)
RATE OF PAY	-	£9.75 per hour
<b>CLOSING DATE</b>	-	<b>30<sup>th</sup> November 2017</b>

#### **KEY TASK AREAS / RESPONSIBILITIES**

- Access Control
- Responding to CCTV and alarm systems
- Dealing with incidents as they arise
- Car Park Management
- Locking and unlocking Patrols
- Maintenance of Client, ICTS, and quality control Standards and Company Procedures;
- 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 supervisor;
- Promote ICTS (UK) & Ireland Ltd positively.

#### **PERSON SPECIFICATION**

##### **Essential**

- 5 year checkable background
- Must be aged over 18
- Documentation to prove eligibility to work within the UK if applicable
- Excellent communication of English – both oral and written
- DS - SIA License
- Enhanced DBS

##### **Desirable**

- Previous security experience
- Computer literate

***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 Ahmed Tholley, [ahmed.tholley@icts.co.uk](mailto:ahmed.tholley@icts.co.uk)

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER