

## VACANCY

LOCATION	-	South West London
POSITION	-	Security Officer
REPORTING TO	-	Contract Manager
HOURS OF WORK	-	4 on, 4 off
RATE OF PAY	-	£8.73 per hour
<b>CLOSING DATE</b>	-	<b>10<sup>th</sup> October 2017</b>

### KEY TASK AREAS / RESPONSIBILITIES

- Overall responsibility for the security operations on the shift.
- Liaise with the, Supervisor and Operations Manager for the day to day operational activities.
- To report and respond to all Security Incidents and emergency situations.
- Attending and managing all incidents including fire evacuation and conflict management including physical intervention.
- Carrying out investigation when required.
- Responsible for comprehensive report writing in relation to incidents.
- Conduct Regular Patrols.
- Escalate incidents to Supervisor/ICTS management.
- Ensure Standing Orders are read, understood and signed
- Ensure all security documentation is filed in correctly
- Ensure all security areas are kept clean and tidy
- Report loss/damage of security equipment

### PERSON SPECIFICATION

#### Essential

- Door Supervision SIA Licence
- Excellent customer service skills
- Excellent communication of English Language, both oral and written
- Excellent communication skills and the ability to work in a pressurised environment
- Excellent organisational skills and the ability to work on own initiative
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#### Desirable

- Experience of working within the NHS
- SIA Licence in CCTV
- Full Clean driving License

*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.

Interested parties should complete the application form at –  
<https://saas.ngahr.com/icts/wrl>

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER