

VACANCY

LOCATION	-	Langley, Slough
POSITION	-	Security Officer
REPORTING TO	-	Global Security Manager
HOURS OF WORK	-	As per requirements
RATE OF PAY	-	£9.56 per hour
CLOSING DATE	-	30th September 2017

KEY TASK AREAS / RESPONSIBILITIES

- Identify threats and report on suspicious activity in line with daily operations for a corporate location.
- Protect the client's property, personnel and assets, detect and report any irregular occurrences.
- Remote location monitoring and liaison to inform of incidents.
- Monitor access using the security systems, intercom & CCTV system. Report faults.
- Report problem, defects or issues found during monitoring including system technical faults.
- Monitoring of global news coverage and events which may affect corporate travelers.
- Report alert and update security team and security advisor in the event of a major incident & responses delivered.
- Familiarity with technology to include the Microsoft suite, CCTV, and Lenel applications is advantageous
- Excellent analytical and report writing skills.
- To guard the premises against unauthorized access.
- On-site security officers shall provide a visible presence in the location and act as a deterrent to anyone entering the premises with unlawful intentions. The officers shall also provide a low-key meet and greet function as required
- Shifts are as per Rota issued a couple of months in advance. 12-hour shifts days and nights.

PERSON SPECIFICATION

Essential

- Excellent interpersonal skills
- A minimum of 2 years corporate security experience
- Ability to work alone as well as part of a close-knit team
- Familiarity with technology to include the Microsoft suite, CCTV, and Lenel applications is advantageous
- Excellent organizational skills
- Excellent analytical skills
- Excellent report writing skills
- 5-year checkable employment history
- A valid passport (British / EU / All other passports must contain indefinite leave to remain Visa)
- All applicants must reside in the UK for a minimum of 5 years continuously (with no periods outside the UK for more than 6 months continuously)
- Must present NI card / P60 / P45
- Good communication skills, fluent in English (spoken and written) to maintain log books and write reports
- Valid SIA license – security or higher
- Control room experience is essential
- Corporate security experience is essential
- IT proficiency is required with a working proficiency of Microsoft office
- Customer service.
- Able to cope under stress, maintaining a calm and polite manner
- Full training and uniform is given

Desirable

- Valid Driving License
- Experience in the use of access control systems
- Previous CCTV operator experience
- First aid Certificate desirable



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 Paulo Velez, Services Delivery Manager,
paulo.velez@icts.co.uk**

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