

LOCATION	-	Luxury Goods Salon
POSITION	-	Security Officer
REPORTING TO	-	Operations Manager
HOURS OF WORK	-	Variable as according to monthly roster
RATE OF PAY	-	TBC
CLOSING DATE	-	Ongoing

KEY TASK AREAS / RESPONSIBILITIES

- Overall responsibility for the security operations on the shift.
- Liaise with the Operations Manager Client's salon 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, first aid and conflict management
- Carrying out investigation
- Responsible for comprehensive report writing in relation to incidents including all witness statements, incidents reports and other relevant document
- Daily management of the Patrol System
- Escalate incidents to ICTS management
- Ensure standing orders are read, understood and signed
- Recommend to Operations Manager any changes needed to standing orders
- Ensure all security documentation is filled in correctly
- Ensure Operations Manager is briefed on site activities on a daily basis
- Ensure all security areas are kept clean and tidy
- Report loss/damage of security equipment

PERSON SPECIFICATION

Essential

- 5 year checkable background
- No criminal record
- Documentation to prove eligibility to work within the UK if applicable
- Excellent communication of English – both oral and written
- Door Supervision SIA License
- Clean UK driving license

Desirable

- Previous security experience
- SIA Licence in either Close protection or Manned Guarding

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 visit our recruitment page to complete the application form online

<https://saas.ngahr.com/icts/wrl/pages/main.jsf>

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER