

## VACANCY

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 including physical intervention.
- Carrying out investigation.
- Responsible for comprehensive report writing in relation to incidents including all witness statements, incidents reports and other relevant documents
- 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 command 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

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 Positions 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 download a GS application from [www.icts.co.uk](http://www.icts.co.uk) and email it to [work@icts.co.uk](mailto:work@icts.co.uk)

Please note that priority will be given to internal applicants.

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER