

Role Profile

Job Title: Security Officer	
Responsible to: Security Supervisor, Security Manager, Head of Security & Transport	
Department(s) Security	Location: Waddesdon Manor

Overall Purpose:

The post of Security Officer will be responsible for maintaining the physical security of Waddesdon Manor and its estates. You will ensure that the company's policies and procedures are followed at all times and all issues are resolved in an effective and timely manner.

The job holder will report to the Security Supervisors and will work closely with the Head of Security and Transport to resolve issues in an efficient manner.

The role will be the customer-facing person within the Security department and will engage with visitors and other invited guests with courtesy and professionalism.

Main Responsibilities:

Security Systems Monitoring

- To operate & monitor CCTV, intruder alarm, video content analysis, item protection system plus duress alarm etc. and respond to all situations arising as such
- To make sure all security systems and equipment operate correctly and report any faults as and when needed
- To immediately deal with all security & fire alarms in an efficient way

Physical Security

- To protect the Manor and Estates by carrying out lock and unlock procedures daily
- Provide physical security presence against theft and dishonest activities when required
- Be the initial point of contact between visitors and the Security Department
- To undertake regular patrols of the Estate

- To conduct daily and routine security tasks as directed by the SM or Security Supervisors
- To manage daily operation of the access control system and the key management system
- To effectively communicate all relevant information to the SM
- To attend to and appropriately escalate a response to any incidents across the site
- To ensure all required documentation is completed to a high standard
- To report any maintenance issues to Facilities Department and the SM
- To liaise with external contractors and/or emergency services when their attendance is required

Cash & Valuables in Transit:

- To transport cash and/or valuables within the estate in a safe and secure manner

Fire:

- To operate & monitor the fire detection system and coordinate an appropriate response to fire alarms
- To ensure that all required checks and inspections are conducted & logged as per location's fire prevention plan
- To check system for faults on a daily basis
- To ensure fire extinguishers throughout the estate are correctly located and periodically serviced
- To undertake other responsibilities related to fire prevention and response like Fire Marshall Duties etc., when required.

First Aid:

- To coordinate an appropriate response to first-aid incidents across the area of responsibility
- Monitor the first aid supplies within all estate locations and notifying the relevant department when an order/top-up is required
- Complete the incident/accident reports as necessary
- Undertake First Aid Training as required

Health & Safety:

- To remedy and report any situation that represents a hazard and all incidents and accidents plus unsafe conditions are dealt with promptly and recorded accordingly
- Take responsibility for own H&S and that of others by following Health & Safety policies and guidelines

General:

- The above list of duties is not conclusive and the post holder may be required to undertake other tasks & duties commensurate to the role and skill set of the applicant

Terms & Conditions:

Contract Type: Full-time, Permanent Role

Hours: 42 hours per week on average over the year to be worked in a 12 hour rotational shift pattern in a combination of night and day shifts, seven days per week, 365 days per year. Subject to operational and training requirements, hours and rota patterns may be varied, in such circumstances, as much notice as practicable will be given.

Holidays: From start date, 33 days (including public holidays)
After three full years of service: 36 days (including public holidays)
After five full years of service: 38 days (including public holidays)
After ten full years of service: 40 days (including public holidays)

Salary: £20,000 per annum.