



## Job Description

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

### Overall Purpose:

The post of Security Officer will be responsible for maintaining the physical security of Waddesdon Manor and its estates consisting of approx. 6000 acres and several external buildings). 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 Manager & 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 staff, visitors and other invited guests with courtesy and professionalism.

### Main Responsibilities:

#### Security Systems Monitoring

- To operate & monitor CCTV, intruder alarm, to include the responsibility of arming and disarming alarms to all buildings, 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 of the Manor and all other relevant buildings 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 include visitor areas and the wider 6000 acres in the security vehicle and on foot (immediate area)

- 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 include issuing keys and ensuring their return by the end of the day
- To effectively communicate all relevant information to the SM via verbal or written handover or email
- To attend to and appropriately escalate a response to any incidents across the site, and to note these incidents in the log book and via our incident reporting system
- To ensure all required documentation is completed to a high standard
- To report any maintenance issues to Facilities Department and the SM via our online Pirana work order system or email/radio in emergency situations
- 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 include fire testing of all buildings on a weekly basis
- To check system for faults on a daily basis and report accordingly to ensure faults are rectified as soon as possible
- 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:** Flexible

**Salary:** £10.50 per hour

**Hours:** 42 hours per week on average over the year (capped at 60 hours per week) 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

Hours may vary and cannot be guaranteed. Your pay will reflect the hours you work. Hours of work to suit the needs of the business (exclusive of breaks).

**Annual Leave:** your statutory annual leave entitlement is 28 days (20 days plus 8 public holidays), or 5.6 weeks. This will be pro-rat'ed based on actual hours you work. If you work a public holiday, you will be paid double your hourly rate, but your statutory annual leave entitlement will reduce accordingly (i.e. you are being paid double on that date, so therefore not entitled to holiday pay or TOIL far that date).

**Benefits:** 20 % staff discounts in our on-site Restaurant and Shops, 10% on wine  
Matched company pension scheme up to 10% of salary  
Free parking

### Applications

Please send a CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)

Closing Date: Friday 3 December 2021

Interviews: Monday 6 December 2021