

JOB DESCRIPTION

JOB TITLE: Security Officers x 2 (Day & Nights Shift work)

LOCATION: Central London

REPORTING TO: Security Manager

Salary; £12.50 per hour

Job Type: Full time, 4 on 4 off - Days, Nights and Weekends

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

OVERVIEW OF JOB DESCRIPTION

We are looking to add to our existing team of Professional high-quality security officers at a Central London financial institution, to support the reputation and the image of the Client.

This role will be prodimintely based out of a brand new control room, and there are no standing positions within the shift rotation.

You will require a smart and corporate appearance, have good communication skills, and be versed in customer care.

Working in conjunction with the Client, landlord, and other relevant service providers to implement security arrangements for the site.

Main Duties & Responsibilities:

- Undertaking duties and/or associated tasks as detailed in the assignment instructions.
- Ensure Patrols and duties are carried out as and when required.
- Carry out all daily/weekly/monthly inspections and audits in accordance with management instruction.
- Ensure that daily, weekly, and monthly staff briefings are carried out and recorded.
- Be proficient in the use of all communication equipment.
- Ensure that all contractors booked onto site have the required paperwork to carry out their specific tasks.
- Report immediately to the FS manager any problem occurrences which require his or her attention.
- Ensure all H&S policies are followed.
- Attend and arrange monthly crime net meetings and attend all other meetings when required.
- Complete connect training within 3 months from the training start date.
- Use and administer the access control system (CCURE experience would be advantageous)
- Cover reception at times specified.
- Follow and enforce COVID procedures.
- Complete electronic DOB daily.

Person Specification:

Essential

- Good IT user knowledge: MS office and Excel
- SIA licence DS and CCTV.
- First aid at work
- Dealing with violence and aggression conflict management.
- Manual handling
- Report writing and statement taking

Desirable

- Emergency procedures, including but not being limited to urgent evacuation and evacuation of the building and responses to fire evacuations, bomb threats and site policies (e.g. fire, knife crime etc.).
- CCURE
- Pass room or Control room experience
- Health and Safety training/qualification

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

NOTE

All security personnel are required to be vetted in accordance with Guidelines on Security Screening (BS7858) covering a period of five years. Failure to accurately and fully disclose work history may be detrimental to gaining employment with ABM. You will need to be able to evidence a minimum of 5 year's written work history – this evidence needs to include any gaps of over 31 days and periods of self-employment. Successful candidates will be vetted by ABM before employment is confirmed. ABM take the vetting process extremely seriously and have a dedicated team who validate employment and investigate gaps. For this, candidates who are invited for an interview must be able to provide a full 5 year or back to school work history, accounting for any gaps and proof of right to work, address and SIA DS licence. Failure to provide this evidence will result in ABM not being able to comply with the BS7858 Standard (the British Standards Institution for screening individuals employed in a security environment) and therefore no offer of employment is able to be made

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.