**JOB DESCRIPTION**

## **Job Title:**

Security Officer

## **Reports to:**

Security Team Leader

**Hours:**

Two 12-hour shifts (Tuesday and Wednesday) plus additional hours to be agreed at interview

**Salary:**

Up to £10.42ph plus unsocial hours uplift

**Location:**

All Ironbridge Gorge Museum Trust sites

## **Function:**

To ensure the security of all Museum property and staff. To open up and secure Museum sites, informing line / site management of any issues requiring attention. To set and deactivate alarm systems, to check properties during the night shift, and respond to emergency calls as necessary. To supply sites with change during the day and respond to staff requests for assistance.

## **Duties include:**

* To check and secure all properties to ensure all windows, doors, gates, etc are properly secured
* To set alarm systems as necessary
* To collect and transport money, keys, post and other items as required, around the Museum sites / to the bank as necessary
* To undertake the banking in the evening
* To maintain contact with the Security Team Leader or other key holders with the means provided
* To cover for colleagues during annual leave and sickness when required by the Security Team Leader
* To answer and attend to emergency calls whilst on duty
* To check properties for fire risk and take appropriate action to remove such risks; i.e. heating systems and movable heating appliances, other than those required for safety or conservation
* To collect and safely distribute money and keys as necessary
* To deal with visitors, staff and corporate clients in a professional manner at all times, using the highest standards of customer service
* To wear the issued uniform in a smart and tidy manner
* To comply with all Museum policies and procedures, using ones initiative where required
* To undertake any other duties as reasonably required by the Security Team Leader or the Estates, Projects & Facilities Director.

## **Person Specification:**

**Essential:**

* Honest, reliable and self-motivated
* Knowledge of Health & Safety and compliance requirements
* Flexible in approach to work
* Relevant qualifications, e.g. GCSE’s or equivalent
* Experience of security operations.
* Experience of a customer service focused operation
* Excellent interpersonal and communication skills
* Ability to work as a team member
* Full driving licence and own vehicle.

**Desirable:**

* Experience of working in an outdoor visitor attraction.

Signed (postholder): …………………………… Printed: ……….………….. Dated: …………..….

Signed (manager): ……………………………… Printed: …………………….. Dated: …………..….

***This job description is subject to periodic review.***