

**JOB DESCRIPTION**

**Job title:** **Security Officer – Sickness & Holiday Cover**

**Hours:** Zero-hours contract to cover sickness & holiday

**Salary:**  £8.72-£11.15

**Reporting to:**  Security Supervisor

**Purpose of the job**

To open up and secure Museum sites, to set and deactivate alarm systems, to check properties during the night shift, and respond to emergency calls as necessary. To supply sites during the day, do the post round and respond to staff requests for assistance.

**DUTIES**

* 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, key, post and other items as required, around the Museum sites / to the bank as necessary.
* To undertake the banking in the evening.
* To cover for colleagues during annual leave and sickness when required.
* 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.

This position requires work during unsocial hours on a rolling 24-hour shift pattern and requires a driving licence.