

20646JOB DESCRIPTION

JOB TITLE:	Evening/Night Security Officer
DEPARTMENT:	Security
REPORTING TO:	Museum Manager
LOCATION:	Beaulieu Visitor Complex and Wider Estate
SALARY:	£20,646 - £25,641 per annum pro rata dependent upon skills and experience.
HOURS OF WORK:	Part-time and full-time hours considered. Hours will range from 24 to 40 hours per week. You will be required to work additional shifts to cover sickness and annual leave.

Objectives: Responsible for the security of the grounds, buildings and equipment within the Beaulieu Visitor Complex and security of the wider Beaulieu Estate including Buckler's Hard Yacht Harbour and Marina.

Main Duties:

- To ensure the highest standards of service to customers, protecting the reputation of the company at all times.
- To ensure that all buildings are secure and to maintain vigilance at all times.
- To set alarm systems as directed and to report any malfunctions.
- To be a key holder if required by the Alarm receiving company.
- To ensure that all buildings and public areas are safe from fire.
- To observe, challenge and report unwanted visitors within patrol areas if appropriate.
- To be available to let Managers or vehicles into appropriate areas during out of hours periods.
- To operate and monitor the CCTV
- To patrol other site areas as directed by the Museum Manager and Security Supervisor.
- To attend any training that management may feel appropriate to the role.
- To undertake any other duties as required by the Museum Manager.

Person Specification

Essential

Experience of lone working in a security role or similar
Dedicated to the security and safety of clients, property and assets
Ability to communicate tactfully and diplomatically at all levels
High degree of integrity and trustworthiness
Punctuality and reliability
Good Customer Care Skills
Ability to patrol large areas of the complex

Basic administrative and IT skills
Ability to work unsupervised
Valid Driving Licence
It is essential that you have your own transport.

A uniform will be provided.

The successful applicant will be required to undertake a Disclosure and Barring (DBS) check and to provide proof of their eligibility to work in the UK.