

Security Officer

National Maritime Museum

Job Description - Security Officer

Security Officers also provide important customer service duties and ensure that the Health and Safety Policy is adhered.

Reports to: Duty Shift Manager

Main Duties:

- Comply with written procedures to ensure effective security whilst being responsible for the buildings, outstations and grounds over a 24-hour period.
- Ensure that the monitoring of, and responding to, intruder alarms, CCTV, site access is efficient and effective
- Operate all control room equipment and systems to support the site and concurrent activities
- Support disaster and evacuation plans, responding effectively to emergency situations
- Ensure the effective control of keys and radios is maintained.
- Provide day and night site security patrols and static stewarding as directed.
- Conduct routine security administration -e.g. the issue of car passes, ID passes, contractors' maintenance of the incident book, record the issue of radio, disaster equipment and miscellaneous security equipment etc.
- Monitor the flow of public on the rights of way throughout the sites.
- Maintain all security related equipment and premises to a high standard of cleanliness and serviceability and ensure all defects are reported swiftly
- Conduct individual bag, vehicle or document searches if directed to do so by a senior manager.
- Provide visitors to the sites with advice, guidance and information, answering any questions and queries –in person and over the telephone
- Gain a basic knowledge of the collections.
- To assist the induction and training of new members to the team.
- To comply with the Health and Safety policy.
- Any other reasonable duties as directed by your line manager.

Skills and Experience:

Essential

- Ability to take on and follow information relating to systems and procedures.
- A positive approach to working in team situations, and also the ability to work alone for extended periods.
- Ability to remain calm and confident in emergency situations and to be able to respond as required.
- Reliable, responsible and trustworthy.
- Understanding of good customer care.
- Good interpersonal and communication skills.
- Smart in appearance.

Desirable

- Previous security experience.
- Previous customer service experience.

Terms and Conditions:

Hours: 42 hours, working a shift pattern of 4 days on 4 days off, of 12 hours duration from 6.15am to 6.15pm and 6.15pm to 6.15am, including Bank Holidays. In certain circumstances you are also required to work such additional hours as are necessary for the proper performance of your duties. These hours may be changed with reasonable notice.

Salary: £15,500 - £18,500 per annum inclusive plus benefits. Starting salary according to skills and experience.

Closing date for applications: 20 May 2012

Location:	Greenwich
Category:	Security
Duration:	
Type of Contract:	Permanent
Hours:	Full Time
added: May 10, 2012	deadline: May 20, 2012

More information: <http://rmg.co.uk/jobs>