

OXFORD SECURITY SERVICES LTD.

1. ORGANISATION STRUCTURE

RESPONSIBLE TO: Operations Manager

JOB TITLE:



**REPORTS TO THE:
JOBHOLDER**

None

None

2. JOB AIMS & OBJECTIVES

Prevention of unauthorised access, control and de-escalation of violent situations, prevention of crime, free flow of traffic, observance of traffic and parking regulations, maintenance of environment and courteous reception of and assistance to visitors and staff.

***UNDER NO CIRCUMSTANCE MUST YOU GO TO WORK WITHOUT
YOU'RE SIA BADGE***

3. MAIN DUTIES & RESPONSIBILITIES

To ensure that all visitors are courteously received, assisted and directed in a manner which will reflect credit upon the company.

To assist in the protection of all site users from violence or molestation of any kind.

To question and establish the bona fides of persons found unescorted in non public areas or on private property who are not displaying valid identity badges.

To provide an escort service to visitors and staff on request.

During major incidents, when instructed, to restrict access to the site, regulate the movement of traffic and pedestrians, liaise with the Police, Fire Brigade and other Emergency Services, assist in the search of buildings, and other matters involving the preservation of life and prevention of danger.

To check out of normal working hours, the external doors and ground floor windows of premises to ensure they are secure.

To ensure that fire-fighting equipment is in place and not obstructed. Any obviously unserviceable equipment to be reported to the Fire and Safety Manager for repair or replacement.

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Static Guard

To report immediately any insecure premises or breach of normal perimeter enclosures to relevant person/s and reported in accordance with procedure.

To report any crime or suspected crime, any persons acting suspiciously or actually committing a crime to the Police.

To control and be responsible for the issue of keys, digital codes and identification badges/systems and services.

To control access of vehicles to sites and car parks.

To issue temporary parking passes to authorised visitors.

To maintain a written record of vehicles entering or leaving sites out of hours.

To patrol car parks and other areas on location of site.

To operate communication equipment as required.

To enter basic occurrence reports.

To answer visitors' and staff queries.

To answer telephone queries.

To relieve and support reception staff as instructed.

Specific Duties:

- Make a check call Every hour
- Check calls must be made 15 minutes past the hour.
- You must start that first check call 15 min after your start your shift
- Internal patrol (hourly)
- External patrol (hourly).
- When arriving on sites, visitors and construction works are to be accounted for (if not booked in the book then book them in. from start of shift to hand over.
- Keep the logbook up by adding times of all security checks.

Professional Attitude & Skills.

You should as a Static Guard

- Greet customers and Staff in a friendly and courteous manner.
- Act fairly and not discriminate on the grounds of gender, sexual orientation, marital status, race, nationality, ethnicity, religion or beliefs, disability, or any other difference in individuals which is not relevant to your duties
- Carry out his/her duties in a professional and courteous manner with due regard and consideration to others.
- Behave with personal integrity and understanding.
- Use moderate language, which is not defamatory or abusive when dealing with the members of the public and colleagues.
- Be fit for work and remain alert at all times.
- Develop knowledge of local services and amenities appropriately.

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- Be Flexible with other members of staff
- Be professional all times

Code of conduct

You should as a static security / retail guard for Oxford Security Services:

- Greet visitors to the licensed premises in a friendly and courteous manner.
- Act fairly and not discriminate on the grounds of gender, sexual orientation, marital status, race, nationality, ethnicity, religion or beliefs, disability, or any other difference in individuals which is not relevant to the Door Supervisors responsibility.
- Carry out his/her duties in a professional and courteous manner with due regard and consideration to others.
- Behave with personal integrity and understanding.
- Use moderate language, which is not defamatory or abusive when dealing with the members of the public and colleagues.
- Be fit for work and remain alert at all times.
- Develop knowledge of local services and amenities appropriately.

General Conduct

In carrying out your duties as a Door Supervisor you should:

- Never solicit or accept any bribe or other consideration from any person.
- Not drink alcohol or be under the influence of alcohol or drugs.
- Not display preferential treatment towards individuals.
- Never abuse your position of authority.
- Never carry any item which is or could be considered to be threatening.
- Report all incidents to the management.
- Co-operate fully with the members of the Police, Local Authority, Security Industry Authority and any other statutory agencies with an interest in the licensed premises or the way they are run.

NOTE:

The above description does not necessarily itemise all jobs the job holder will be required to do.

SIGNED..... (Job Holder) Date.....

PRINT NAME.....

APPROVED BY..... (Director) Date.....

PRINT NAME.....

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