



Freeman Automotive (UK) Ltd  
EBC Brakes World Headquarters  
Upton Valley Way East  
Pineham  
Northampton  
NN4 9EF  
Telephone: (01604) 583344  
Fax: (01604) 587412

[www.ebcbrakes.com](http://www.ebcbrakes.com) e.mail: [info@ebcbrakesuk.com](mailto:info@ebcbrakesuk.com)

MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

## Job Description – Gatehouse Operative

### SUMMARY

Position of key responsibility to ensure security of premises and staff and preserve stock integrity.

### PRIMARY RESPONSIBILITIES

- Key holder position as such should be independent and display utmost integrity.
- Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Monitor and authorise entrance and departure of employees, visitor's deliveries vehicles and other persons to guard against theft and maintain security of premises, including the movement of stock in and out of the building.
- Conduct and log random searches.
- Update Security Log with activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorised persons.
- Operate and monitor the CCTV system in accordance with the CCTV Policy.

### KNOWLEDGE AND SKILLS REQUIRED

- Previous experience in a similar role is preferred but not essential.
- Knowledge of security systems including CCTV is preferred.
- Effective communicator and the ability to interact effectively with people.
- Desirable - hold a full UK/EU driving licence and have own transport.

**HOURS OF WORK** - Part time hours Monday-Thursday 15:00-18:30 (14 hours per week).

Hourly rate £9.78.

### BENEFITS:

- Free on-site parking.
- Uniform provided.
- Employee discount on EBC products.
- Cycle to Work Scheme (salary sacrifice)
- 28 days holiday (including bank holidays), plus long service award.
- 2021 Christmas Bonus of £200 payable in December.