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

Job Description - Security Operative PART TIME (Temporary)

We are looking for a part time Security Operative to join us on a temporary 3 month fixed term contract basis to cover the period 04 January 2020-31 March 2021.

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;
- Answer alarms and investigate disturbances;
- Monitor and authorise entrance and departure of employees, visitors 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;
- Inspect and adjust security systems, equipment and machinery to ensure operational use and to detect evidence of tampering.

KNOWLEDGE AND SKILLS REQUIRED

- Previous experience in a similar role is preferred but not essential;
- Knowledge of security systems including CCTV is preferred but not essential;
- Computer skills are essential;
- Effective communicator and the ability to interact effectively with people.

HOURS OF WORK

- Monday-Thursday 15:00-18:30 and Friday 10:30-14:00 (17.5 hours per week)
- Successful applicant needs to be flexible to work different or additional hours to cover holiday/sickness between hours of 06:30-18:30 Monday-Friday when required. Occasional Saturday mornings.

Must hold a full UK/EU driving licence and have own transport.

Hourly rate: £8.90

Start date: 04 January 2021