

# Careers



## Security Officer for Shield House

***Part time/flexible, based in London***

For this role, we are looking for someone who can be very flexible in their approach to work; whether that is to work in the daytime or at night; weekdays or weekends, or cover holiday and sickness absence, sometimes at short notice.

The main focus of the role is to proactively protect Shield House and the staff that work within as well as visitors to the building. You will be responsible for detecting and reacting to any suspicious activity as well as preventing vandalism, thefts or any other criminal behaviour.

You will possess outstanding observation skills and have had experience of working with computer-based technology. You will also have a good understanding of the legal guidelines in the area security and public safety.

Being a CST Level 3 cardholder or above or an SIA licence is essential for the role.

### **Duties include:**

- Actively monitor all security systems including CCTV, security alarms & fire alarm system
- Proactively patrol the premises and local area regularly
- Monitor and control access/egress for the building
- Report and challenge when appropriate any suspicious activity
- Ensure all exits, doors, and windows remain secure
- Respond to alarms and react in a timely manner
- Ensure Shield House is secured to the highest level
- Partake in CST training opportunities to ensure fitness and security capabilities are always developing

### **The ideal candidate should have:**

- Excellent communication skills with a natural ability to build strong relationships
- The ability to make decision quickly and confidently
- The ability to stay calm under pressure
- A professional, polite and mature manner
- Good time management skills
- Possessing excellent teamworking skills
- The ability to follow instructions
- Being flexible and patient
- Proficiency with computer-based IT equipment

Applicants are invited to submit their CV together with covering letter to [careers@cst.org.uk](mailto:careers@cst.org.uk), writing '**Part time Security Officer**' in the subject heading.

The closing date for applications is **31 May 2021** but may close earlier if a suitable candidate is found.