



## **Estate Security Officer**

**The Honourable Society of the Middle Temple – City of London**

**Permanent – Full Time (42 hours a week, 4 days on, 4 days off rota 09.00-21.00 or 21.00 to 09.00)**

**£20-22k plus excellent benefits**

### *The Inn*

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including catering and events, a library, training and accommodation (business and residential).

### *The role*

We are looking for a pro-active Estate Security Officer to ensure our premises are safe and secure at all times. You will be expected to deal with security problems, monitor CCTV cameras, undertake foot patrols of our large site and escalate security issues appropriately. The role involves interacting with people at all levels of the legal profession, from student members to senior members of the judiciary.

### *Requirements*

The successful candidate will have:

- A valid SIA licence
- A friendly and professional manner with excellent communication skills
- Working knowledge of security systems, CCTV, access control and intruder and fire alarms
- Proven experience of dealing with members of the public
- Proven experience in a similar role
- A flexible approach and a positive attitude
- The ability to work effectively as part of a team

For further details on the requirements of and for the role please see the attached job description.

### *Benefits*

Excellent benefits include a generous pension scheme, complimentary lunch when Hall is open, private medical and life cover as well as a generous leave allowance.

### *How to apply*

If you wish to apply please send your CV and a short covering letter explaining why you would like the job to [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk). The closing date for applications is **19 June 2015**. Middle Temple is an Equal Opportunities employer.



## **The Honourable Society of the Middle Temple**

<b>Position title:</b>	Estate Security Officer
<b>Reporting to:</b>	Security and Front of House Manager
<b>Tenure:</b>	Permanent
<b>Responsible for:</b>	Security of the Middle Temple
<b>Key Objectives:</b>	Ensure the premises are secure and safe at all times, dealing with all matters, reporting and escalating issues appropriately.
<b>Hours:</b>	Full time rota system. 12 hour shifts from 0900 to 2100 4 days on, 4 days off.

### **About Middle Temple**

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar, i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training) to practice as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire.

### **About the Security Department**

Middle Temple has a dedicated team of in house Security personnel, led by the Security/Front of House Manager. The Security/Front of House Manager, in turn reports to the Director of Estates, who runs the Estates Department.

The Security team work a roster, 4 days on 12 hour shifts, from 21:00 – 09:00 followed by 4 days off shift. This roster is a rotating 4 on, 4 off with the expectation that you will be alternating from days to nights. This roster continues for 365 of the year, including ALL Bank Holidays. The holiday entitlement for the role will include an allowance for working Bank Holidays

This role is vital to the security of the Middle Temple estate which incorporates a large number of heritage buildings housing barristers' chambers, residential units, an Elizabethan Great Hall and Temple Church. Extensive site wide network installations are in place for CCTV coverage, proximity card access, intruder alarms and fire detection systems. You would also be expected to conduct regular security patrols of the Estate.



**Main duties and responsibilities are:**

1. Monitoring all the Inns fixed security devices including CCTV cameras, access control systems, intruder alarms and fire alarm panels. In particular to monitor the CCTV in a professional manner in keeping with the Inn's agreed performance standards.
2. Respond appropriately to all alarms as directed.
3. To complete daily logs and all other records as directed by the Security Manager.
4. Maintaining a security watch of the whole estate during the silent hours including periodic foot patrols internally and externally.
5. To carry out foot patrols of the Estate, maintaining a high profile for security by engaging with all stakeholders and members of the public.
6. Maintain a close liaison with Inner Temple Security Staff.
7. Answer incoming calls to the Inn ensuring a polite and efficient telephone manner with high levels of customer service.
8. Key holding service for Residential units, issuing keys and maintain accurate key log accordingly.
9. Responding to out of hours emergencies, coordinating and acting as point of contact for emergency services.
10. Coordination of fire evacuation exercises and maintaining accurate logs accordingly.
11. Out of hours control of contractors on site by use of logging-in system
12. Issue of car parking permits to allocated users and maintain accurate records of all registered vehicles.
13. To report any security related issues, to the appropriate department or tenant and to maintain accurate records
14. To ensure that any undesirable persons on site are professionally and politely dealt with and escorted from the premises as required.
15. To promptly contact the Emergency services in the event of an accident or incident where such support is required.



16. To maintain a level of confidentiality of information that Security Officers may be privy. This may be information that is overheard or gossip that should be kept within the security team.
17. To provide support in the event of an emergency evacuation. This support would be provided in a calm and professional manner.
18. To undertake any other duties that may reasonably be required by the Security Manager or Senior person, that is within the competency of the Security Officer.
19. Undertake any other duties that may be required from time to time.

**Person specification: Estate Security Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	To be SIA certified and hold a current Licence  First Aider (must be willing to be trained if not already a First Aider)	Close protection SIA certification and training would be an advantage.  Fire training
<b>Background/Experience</b>	Previous experience in a security role in a large Estate or similar environment.  Solid experience and working knowledge of CCTV, access control, intruder alarms and fire detection network systems.	Experience of working on a rotating day/night shift system  Experience of working in a security role within a Heritage Estate with VIP stakeholders would be an advantage
<b>Skills</b>	Computer literate with ability to use basic functions of Microsoft office packages as well as other security software.  To be observant, inquisitive, have a logical mind and to be methodical. Must have the ability to remain calm and react appropriately to any given situation including emergency situations.	



	<p>Good verbal communication and interpersonal skills with the ability to deal with members of the public and senior members of the community. Sound written communication skills to respond to emails/correspondence and complete log books, records etc.</p> <p>Ability to think on ones feet, act decisively and give direction and instructions quickly and clearly in the event of a problem. An ability to carry out instructions effectively.</p>	<hr/>
<b>Personal Qualities</b>	<p>To be physically fit to carry out patrols of the 1.5 mile site and respond quickly to emergency situations.</p> <p>Ability to work independently for quite long periods of time.</p> <p>To be polite and courteous at all times, even when faced with confrontational or stressful situations.</p>	