



Security Supervisor

The Honourable Society of the Middle Temple – City of London

Permanent – Full Time (Rota system, 12 hour shifts, days and nights, four on-four off)

£25k 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 Security Supervisor to lead the team offering our members, visitors and guests a first class security service, working as a full member of the team while carrying out supervisor duties and supporting the Security & Front of House Manager. The role will be a key point of call between teams and departments to ensure that standards remain high. Trouble-shooting issues and problems where possible, reporting and escalating issues as appropriate.

Requirements

The successful candidate will have:

- A friendly and professional manner with excellent customer service skills
- Significant experience supervising a security team
- Strong organisational and administrative skills
- 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. The closing date for applications is **14 February 2016**.

Middle Temple is an Equal Opportunities employer.



JOB DESCRIPTION

Position title:	Security Supervisor
Department:	Estates Department
Reporting to:	Security/Front of House Manager
Tenure:	Permanent
Responsible for:	Line supervisor responsibility for Security Officers.
Location:	Based at Security Office, conducting duties throughout Middle Temple.
Tenure;	Permanent
Hours:	Full time rota system. 12 hour shifts from 0800 – 2000, and from 2000-0800, four days on, four 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 events and functions throughout the year and is also available for private hire. Buildings in the Inn are occupied by Barristers' chambers and residents.

About the Security Department

Middle Temple has a team of in-house Security staff led by the Security & Front of House Manager. The Security & Front of House Manager reports to the Director of Estates.

The Security team works four days on 12 hour shifts, 0800 – 2000 or 2000 – 0800, followed by four days off. This rota continues for 365 of the year, including all Bank Holidays. The holiday entitlement for the role includes an allowance for working Bank Holidays. Overtime opportunities are available.

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.



Main duties and responsibilities

- Supervise Security team rotas, with oversight from the Security & Front of House Manager.
- Administer annual leave, sickness and other absences, ensuring that security duties are covered and relevant reports completed.
- Represent, or ensure representation of, Security staff at meetings as directed by, or in the absence of, the Security & Front of House Manager.
- Liaise closely with Events, Estates and other departments to ensure Security Officers are deployed appropriately.
- Ensure the training and awareness of Security Officers in processes and procedures, in cooperation with the Security & Front of House Manager.
- Ensure Security Officers carry out their duties diligently, dress and conduct themselves correctly, and maintain their work areas in orderly and professional fashion.
- Support the Security and Front of House Manager on security issues, as required by him/her.
- Undertake some ceremonial duties for certain special events in Hall and Temple Church (training will be given.)
- Carry out all duties associated with a Security Officer role, namely site patrols, staffing fixed points, CCTV and other systems monitoring, intruder and fire alarm response, and answer the Middle Temple Security telephone promptly and politely, giving immediate assistance.
- Provide a strong, reassuring and friendly point of contact for professional and residential tenants, Middle Temple staff, and the public, and proactively preserve the peace, safety and dignity of the Middle Temple.
- Respond to incidents and emergencies calmly and professionally, using good judgement, knowledge of law and Inn procedures to bring them to a successful conclusion.
- Enforce parking, contractor and other security-related policies as required and remove persons not permitted on site from the premises in a professional manner.
- Complete logs and maintain accurate records as required.
- Report faults in security and other systems, and use professional judgement to mitigate those faults.
- Maintain confidentiality, and report anything that could be considered as compromising security to the Security & Front of House Manager.
- Assist Front of House officers with events at Hall/Bench apartments.
- Provide leave cover for other members of the Security team.
- Be the first point of contact out of hours for Security Officers requiring telephone guidance (telephone will be provided).



Person specification: Security Supervisor

	Essential	Desirable
Qualifications	<p>Current SIA door supervisor licence.</p> <p>Current Emergency First Aid at Work or higher qualification, or willingness to undertake such training.</p>	<p>Fire equipment training.</p> <p>AED training.</p>
Background /Experience	<p>Corporate security experience.</p> <p>Supervisory experience, either in the security sector or armed forces/emergency services.</p> <p>Experience and working knowledge of CCTV, access control, intruder alarms and fire detection systems.</p>	<p>Experience of working on a rotating day/night shift system</p> <p>Experience working on a large estate.</p> <p>Experience working with VIP stakeholders.</p>
Skills	<p>Proficiency in MS Word, Outlook.</p> <p>Good verbal and written communication and interpersonal skills.</p>	
Personal Qualities	<p>Physically fit to carry out sitting/standing and patrol duties over a 1.5 mile site for a 12 hour shift, and respond quickly to emergencies.</p> <p>Smartly presented.</p> <p>Proactive, enthusiastic and able to show initiative and leadership.</p> <p>Able to remain calm and react appropriately to emergencies.</p> <p>Able to give instructions clearly, and take instructions effectively.</p> <p>Able to work alone over extended periods.</p>	