

## Security Operative

Reporting to: Director Estates & Projects

Salary: £9.50 per hour. This will be subject to annual review



### Working hours:

A minimum of 30 hours will be worked in any average working week to provide evening and night time security. It is to be expected that the average working hours will exceed this level in the working year.

**Responsible for:** Security, general duties, management of the site and attendance on residents and visitors during open periods.

### Responsibilities:

- Security and access control
- Safe opening and closure of the site
- General and emergency attendance to residents and visitors
- Fire procedures, alarms, evacuation, and supervision of emergency procedures
- Internal and external patrol and inspection of premises
- Building security during shutdown periods.
- Liaise with other Ushaw staff and provide assistance for events, including clearing of rooms, resetting of rooms and rubbish disposal

### What we are looking for:

- SIA Licenced security guard
- Ability to work independently on your own initiative with good time management
- Practical, able to think on your feet and remain calm and in control in a crisis
- Good communication and customer service skills
- A degree of flexibility in hours and days of work

### General Working patterns:

Shifts and working patterns will be arranged as appropriate and commensurate with occupancy of the building and security required. Ushaw operates on a 7-day working week, and all days are potentially working days.

**Variation of Security Working Hours:** by arrangement shifts may be rescheduled and arranged to accommodate holidays, absences and periods of sickness. Flexibility in working hours will be required and include weekends and night-shift to ensure that attendance is maintained, and on occasion extended shifts may be required.

**Shutdown periods:** 24-7 attendance will be maintained over all shutdown periods including Christmas and New Year holidays, and other periods when Ushaw is deemed closed on the grounds of efficiency or as the result of prevailing conditions.

### Disclosure from Criminal Records Bureau

Ushaw welcomes and provides accommodation and services to young people in the course of its activities. Ushaw will apply to the Criminal Records Bureau for a Disclosure at Enhanced Level in relation to criminal and child protection matters, identifying you as a potential employee if your application is successful. A conviction may not necessarily be a bar to employment, however Ushaw reserves the right not to employ you or, if you have begun work to terminate your employment after due consideration of the nature of the conviction, and in all cases where conviction(s) relate to safeguarding issues.

### **Why work at Ushaw**

Ushaw Historic House, Chapels and Gardens has history going back over 800 years. The collection of stunning Georgian and Victorian buildings is set within beautiful gardens and parkland. Throughout the different spaces we offer a varied programme of exhibitions and events which attract thousands of visitors from across the North of England. Ushaw only opened to the public as a heritage and cultural attraction in 2015 and has quickly grown to be somewhere loved by the people who are discovering its varied appeal. Become part of the team that will develop the huge potential of this unique estate.