

Recruitment Checklist

Job Title
Security Officer
Functional Skills
<ul style="list-style-type: none"> ▪ Literacy and numeracy skills : ability to read instructions and write legible incident / safety reports. ▪ Communicate clearly and effectively: meet and greet visitors; make and receive telephone calls; ability to give clear instructions in emergency situations. ▪ Ability to understand written and verbal instructions : to interpret and act upon verbal instructions and to follow printed instructions.
Personal attributes
<ul style="list-style-type: none"> ▪ Self disciplined and able to work without direct supervision ▪ Willing to maintain a smart appearance – may be required to wear uniform ▪ Calm and focussed manner – able to gain the confidence and trust of others ▪ Willingness to undergo training as required ▪ Friendly, enthusiastic and courteous nature – will be representing employer and employer’s client when on duty.
Physical Requirements
<ul style="list-style-type: none"> ▪ Will be required to conduct patrols, climb stairs and/or stand for extended periods. May be required to climb into lorries, carry boxes etc. ▪ Eyesight - necessary to read documents, vehicle number plates, identification cards etc. and monitor cctv images and computer screens
Legal Requirements
<ul style="list-style-type: none"> ▪ Must be able to meet Security Industry Authority licensing conditions (see www.the-sia.org.uk) ▪ Minimum age of 18 years (a condition of licensing)
Other Requirements
<ul style="list-style-type: none"> ▪ Ability to evidence whereabouts in the last 5/10 years (dependent upon specific employer’s requirements) by providing names and addresses of employers, periods of registered unemployment etc. with no unaccountable gaps of more than two weeks.

These materials have been developed by **Skills for Security** in conjunction with employers from the sector and additional materials to support the training programme are available by contacting the Customer Services Manager by email: info@skillsforsecurity.org.uk or telephone: 08450 750 111.