

# STATIC OFFICER

PE3-001



## Job Title:

Static Officer

## Main Purpose of the Job:

To provide Static Security Service to our customers premises, in line with BS 7499.

## Main Tasks of Job:

- To provide an effective deterrent against Fire, Flood, Theft, Vandalism & Unauthorised entry
- To provide Reception, Gatehouse and Patrolling duties.
- Maintenance of all keys, access cards and their register's
- Issue & retrieve Visitors passes
- Carry out Fire Alarm & other system checks (including testing)
- First Aid facility (Where individual Assignment Instructions dictate).
- To co-ordinate all minor / major incidents
- To monitor all activity using all available means & investigate/report anything suspicious

## Other duties may include:

- Random searches as required by the customer
- To carry out reception duties (as defined in the individual assignment instructions)
- To ensure all access / exit routes are kept clear in case of emergency
- To check for Fire hazards i.e. correct disposal of rubbish & storage of flammable materials
- To ensure all fire doors are closed at all times
- To carry out premises search in times of duress (Bomb Threat etc.)
- Inspection of toilets, Kitchens & Air Conditioning units in order to prevent floods.
- Regular lighting checks, internal & external
- Escorting visitors & contractors into classified areas

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required, within reason, by your assignment as authorised by the business.

## The Jobholder will need to be:

- The holder of an appropriate SIA licence for the role.
- Well presented at all times and dressed in the company uniform provided.
- Courteous and tactful with everyone they come into contact with.
- Able to prioritise workload, often having to deal with more than one issue at a time.
- A good communicator both verbal and written (report writing).
- Customer Service focused.
- Able to remain calm in emergency situations.
- Honest, Reliable & Trustworthy (Maintain Data Protection & Client /Glevum confidentiality)
- PC literate (or able to operate a Smart Phone) not mandatory.

## Relationships:

- a. Responsible to: The Glevum Duty Controller.
- b. Responsible for: Their Assignments Security when on duty.