

Job Title:	Security Officer
Reporting to:	Executive Assistant to the Dean
Staff Responsible for:	n/a
Location	Metropolitan Cathedral of Christ the King, Mount Pleasant, Liverpool, L3 5TQ

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

The role of each Security Officer is to ensure the safety and security of the Cathedral buildings and grounds, its clergy and staff members and ensure the safety of all visitors to the Cathedral.

Main Duties and Responsibilities

1. To ensure that the security of the Cathedral and the Crypt and surrounding areas are always maintained to high standard, and to take part in regular security checks and patrols.
2. To always ensure the safety of the public, including administering first aid as necessary.
3. To act as security and point of contact at the Cathedral for parents and chaperones who come to collect choristers (boys and girls) ensuring that no individual is left on the Cathedral site alone following choir rehearsal.
4. To maintain accurate records of any incidents or accidents that occurs.
5. To liaise with the Dean and the Assistant to the Dean on a regular basis with a view to facilitating the smooth running of all Cathedral and Crypt services.
6. To be aware of all services and events taking place in the Cathedral and assist organisers as necessary.
7. To regulate traffic flow in the Car Park for Cathedral services as necessary.
8. To assist with general maintenance duties as and when required.
9. To monitor all vehicles entering and leaving the Cathedral.
10. To ensure that all vehicles pay and display in the correct manner or display a valid car park pass.
11. To be aware of all activities happening in the Cathedral that may affect the Car Park.
12. To assist outside organisations and clients using the Cathedral facilities as and when necessary.
13. To assist disabled visitors and clients accessing the Crypt.
14. To observe entrance and exit points.
15. To establish alarm response procedure and fire evacuation procedure.
16. To immediately report suspicious packages and security issues following correct procedures.
17. To challenge unauthorised personnel.

18. To deal with, or know who to refer it to, any query from members of the general public.
19. Any other duties as deemed necessary and requested by the Dean or his Assistant.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to/to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential	Assessment Method
	<ul style="list-style-type: none"> • Good general level of education 	Application
	Desirable	
Experience	Essential	
	<ul style="list-style-type: none"> • Previous experience as a Security Officer 	Application and Interview
	Desirable	
Skills and Knowledge	Essential	
	<ul style="list-style-type: none"> • Working knowledge of public safety, security operations, and procedures. • Basic knowledge of health and safety and fire prevention • Strong interpersonal skills to be able to communicate effectively with colleagues, management, clergy and the public • Excellent verbal and written communication skills • Self-motivated with the ability to work on own initiative and as part of a team • Emotionally resilient • Proven ability to diffuse conflict situations • Ability to exercise good judgement. 	Application and Interview
	Desirable	
Personal Attributes	Essential	
	<ul style="list-style-type: none"> • Willingness to work flexibly to include evenings and weekends as required • Reliable and punctual • Professional and positive attitude towards work at all times 	Interview
	Desirable	
	<ul style="list-style-type: none"> • Sense of humour 	Interview