

Job Description for Manned Guarding Officer (Site Security Guard)

Department: Commercial & Industrial Security

Employment Contract Type: Zero-Hour Contract

1. Role Purpose & Position Overview

The Manned Guarding Officer is tasked with protecting physical property, commercial buildings, industrial estates, distribution hubs, staff, and visitors. Operating at fixed facilities, this role acts as the primary physical visual deterrent against unauthorized entry, criminal damage, inventory shrinkage, trespassing, and safety hazards.

This role is offered on a **zero-hour contract basis**, offering flexible shift patterns (day, night, and weekend coverage) allocated according to site demands, operational requirements, and officer availability.

2. Mandatory Eligibility Criteria & Educational Requirements

- **Licensing & Legal Compliance:** Valid Security Industry Authority (SIA) Security Guarding or Door Supervision Licence (mandatory for all UK-based deployments). *Note: A Close Protection licence is not required for this role.*
- **Mandatory Company Institute Training:** Compulsory. Independent of holding an SIA Licence or having prior external experience, all candidates must successfully complete our company's proprietary Manned Guarding & Facility Protection Training Course prior to site placement.
- **Educational Qualifications:**
 - **Pakistani Applicants:** Middle School Pass (8th Grade) or above from a recognized educational institution.
 - **UK Applicants:** Below GCSE / Entry-Level Qualifications (e.g., Entry Level Certificates, Functional Skills Level 1), basic secondary education credentials, or equivalent work experience.
- **Vetting & Background Checks:** Full, auditable background verification (5-year history check in line with BS7858 standards), including a UK Disclosure and Barring Service (DBS) Check or an official Police Character Certificate / No Objection Certificate (NOC) from Pakistan.
- **Medical & First Aid:** Valid Emergency First Aid at Work (EFAW) certification or completion of the integrated emergency medical module during institute training.

3. Key Duties & Detailed Operational Responsibilities

A. Perimeter Security & Gatehouse Operations

- Control access points (gatehouses, main entrances, reception areas) by verifying identification, credentials, and authorization of employees, contractors, and visitors.
- Manage entry processes, maintain visitor sign-in records, and direct traffic to appropriate areas or parking bays.
- Perform routine checks on incoming and outgoing vehicles, deliveries, and cargo to safeguard company property and assets.
- Ensure perimeter gates, security doors, emergency exits, and windows remain secure during and outside operational hours.

B. Systematic Patrols & Electronic Surveillance

- Execute scheduled and randomized foot or mobile patrols across building interiors, outdoor grounds, perimeter boundaries, and restricted zones.
- Monitor on-site security surveillance systems, access control equipment, and basic alarm systems where equipped.
- Maintain a visible, alert presence to deter trespassing, vandalism, theft, anti-social behavior, and unauthorized access.

C. Hazard Identification & Emergency Response

- Identify and report structural hazards, safety risks, blocked emergency exits, or facility issues during security patrols.
- Respond immediately to site alarms, safety alerts, or security incidents following standard emergency response procedures.
- Apply professional verbal de-escalation techniques to resolve site disputes, handle aggressive individuals, or request trespassers to leave the premises politely and firmly.
- Assist with site evacuation procedures during fire drills or real emergencies, guiding staff and visitors along designated safe routes.

D. Shift Administration & Reporting

- Maintain basic daily operational activity records, shift sign-in sheets, visitor logs, and key handovers in accordance with site guidelines.
- Draft clear, factual incident reports detailing security breaches, property damage, accidents, or unusual events for company management.

4. Required Competencies & Behavioral Traits

- **Vigilance & Attention to Detail:** High level of alertness during variable shifts to detect subtle security compromises or physical hazards.
- **Effective Communication:** Clear written English for incident reporting and professional, polite verbal communication when dealing with visitors and staff.
- **Reliability & Availability:** Strong commitment to confirming and fulfilling accepted shift rosters and maintaining clear communication with supervisors.

Candidate Acknowledgment & Authorization

I hereby confirm that I have read, understood, and accepted the duties, responsibilities, and eligibility requirements outlined in this Job Description. I agree to comply with all company operational standards, safety protocols, and training mandates.

Security Officer Details:

- Full Name: _____
- Signature: _____
- Date: ____ / ____ / 20____

Witness Details (Company Representative / Supervisor):

- Full Name: _____
- Job Title: _____
- Signature: _____
- Date: ____ / ____ / 20____