

JOB TITLE	Area Support Officer
DATE	June 2026
DIVISION	Security
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

We are seeking a professional, reliable, and adaptable Area Support Officer to provide flexible security cover across multiple client locations. This role requires an individual who can quickly adapt to different environments, maintain high standards of professionalism, and deliver a first-class security service while ensuring the safety and security of people, property, and assets.

The successful candidate will be responsible for monitoring site activity, conducting patrols, maintaining accurate records, responding to incidents, and supporting operational continuity through flexible deployment across designated sites.

KEY TASKS & RESPONSIBILITIES

- Provide professional security cover across multiple client sites, ensuring a consistently high standard of service delivery.
- Conduct regular site patrols and inspections in accordance with assignment instructions and site-specific procedures.
- Monitor premises visually and via CCTV systems, responding appropriately to alarms, incidents, and security alerts.
- Support the safety and security of people, property, assets, and premises at all times.
- Record vehicle movements, visitor access, contractor attendance, and all site activities, maintaining accurate logs and daily occurrence records.
- Monitor site activity and report suspicious behaviour, security breaches, or operational concerns promptly.
- Ensure access control procedures are followed in accordance with site requirements and security protocols.
- Maintain accurate security records, incident reports, and operational documentation.
- Ensure all duties are completed in line with assignment instructions, company policies, and client requirements.
- Comply with company Health & Safety policies, procedures, and management plans at all times.
- Provide flexible support across multiple locations, adapting to varying environments and operational requirements.

- Cover annual leave, sickness absence, and other staffing shortfalls as required to maintain service continuity.
- Demonstrate flexibility in relation to working patterns, shift schedules, and deployment locations.
- Deliver excellent customer service and maintain positive working relationships with clients, visitors, contractors, and colleagues.
- Present a professional image at all times as an ambassador for both OCS and the client.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have the Right to Work in the UK and ability to pass BS7858 vetting.
- Valid SIA Licence.
- Confident computer literacy and ability to operate security systems.
- Strong communication and interpersonal skills, with the ability to engage effectively with individuals at all levels.
- Excellent attention to detail and ability to remain vigilant in a busy environment.
- Professional approach with high standards of personal presentation.

Desirable:

- Previous experience within a security environment.
- Experience using CCTV and access control systems.
- Flexible approach to working across multiple sites.

WORKING ARRANGEMENTS

This role requires full flexibility to support operational needs around <sites/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: