

JOB DESCRIPTION



JOB TITLE	Security Officer
DATE	May 2026
DIVISION	Security
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

Becoming a Security Officer at OCS offers a fantastic opportunity to join a dedicated team responsible for maintaining a safe, secure, and welcoming environment across a busy client site. In this role, you will play a vital part in protecting people, property, and assets, while delivering a professional and approachable service to all employees and visitors.

You will be part of a team that takes pride in high standards, strong customer service, and proactive security management, ensuring the site operates safely and efficiently at all times.

KEY TASKS & RESPONSIBILITIES

- Maintain the safety and security of buildings, personnel, and visitors across the site
- Act as a first point of contact, providing a professional, friendly and helpful service
- Monitor fire, security and building management systems, responding appropriately to incidents
- Support a safe working environment by following Health & Safety policies and reporting hazards, damage, or defects
- Control access points, barriers, and support traffic management across the site
- Carry out regular patrols and ensure security procedures are consistently followed

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to work in the UK
- Valid SIA Licence
- Previous experience in a security role

- Willingness to undergo DBS and BS7858 security clearance
- Strong communication and customer service skills

Desirable:

- Experience working in a busy or public-facing environment
- Good attention to detail and a proactive approach to duties
- Ability to remain calm and professional in challenging situations

WORKING ARRANGEMENTS

This position will be based at <site/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: